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Review Responsibility: Board and Administrative Policies Committee

FCCS PROCEDURE

NO.: 11C

SUBJECT: PUBLIC RECORDS

Approved by: Executive Council

Effective Date: 9/17/07

Date(s) of Revision: Sep 17, 2007; Aug 3, 2009; Dec 16, 2014; Jun 16, 2021

Responsible for Implementation: All Staff

FCCS maintains a procedure for maintaining and distributing public records.

Procedures:

- 1) It is the policy of Franklin County Children Services that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of Franklin County Children Services to strictly adhere to the state's Public Records Act. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing. The Legal Department will process all public records requests. Monday through Friday between the hours of 8:00 a.m. until 5:00 p.m. The office is located at 855 West Mound Street, Columbus, Ohio 43223. The telephone number is 614-275-2568.
- 2) **Public Records:** This agency, in accordance with the Ohio Revised Code, defines records as including the following: Any document – paper, electronic (including, but not limited to e-mail), or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. Records concerning children and families are not public

records. Residential addresses, personal identification information, including birth dates, social security numbers and medical information of Franklin County Children Services' employees are not public record.

- a. It is the policy of Franklin County Children Services that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Record retention schedules are to be updated regularly and posted prominently.

3) **Records Requests:** Each request for public records should be evaluated for a response using the following guidelines:

- a. Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must contact the requester for clarification, and should assist the requestor in revising the request by informing the requestor of the manner in which the office keeps its records.
- b. The requester does not have to put a records request in writing and does not have to provide his or her identity or the intended use of the requested public record.
- c. Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.
- d. Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes (both in draft and final form), budgets, salary information, forms and applications, personnel rosters, etc. If fewer than 20 pages of copies are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded

easily, these should be made as quickly as the equipment allows. If more than 20 copies are requested, the requester should make an appointment with the Legal Department to pick up the materials. All requests for public records must either be satisfied (see Section 3.d) or be acknowledged in writing by the (public office) within three business days following the office's receipt of the request. If a request is deemed significantly beyond "routine," such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement must include the following:

- i. An estimated number of business days it will take to satisfy the request.
 - ii. An estimated cost if copies are requested.
 - iii. Any items within the request that may be exempt from disclosure.
- e. Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. Redactions must be accompanied by a supporting explanation, including legal authority.

4) **Costs for Public Records:** Those seeking public records will be charged only the actual cost of making copies.

- a. The charge for paper copies is \$0.05 per page.
- b. The charge for downloaded computer files to a compact disc is \$1 per disc.
- c. There is no charge for documents e-mailed.
- d. Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.

5) **Failure to respond to a public records request:** Franklin County Children Services recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, Franklin County Children Services' failure to comply with a request may result in a court ordering Franklin County Children Services to comply with the law and to pay the requester attorney's fees and damages.