



THE PUBLIC RECORDS POLICY

SANDUSKY CITY SCHOOLS

The Sandusky City Schools Public Records Policy EHA and EHA-R, guides employees in making available the materials to which the public is entitled by law. The policy, summarized below, appears in full in the Ohio Attorney General's Policies and Procedures Manual. Also, a copy of the most recent edition of the Ohio Sunshine Laws: An Open Government Resource Manual, which explains open records laws, is available free at www.OhioAttorneyGeneral.gov/YellowBook.

DEFINING AND ORGANIZING PUBLIC RECORDS

Sandusky City Schools defines records as including the following: Any document – paper, electronic, including but not limited to, e-mail, text messages or other electronic communications, or other media – that is created or received by, or comes under the jurisdiction of a public office that documents the organization's functions, policies, decisions, procedures, operations, or other activities of the office. All records are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

MAKING RECORDS ACCESSIBLE

Public records are available for inspection during regular business hours. Records must be provided promptly for inspection, and copies must be made available within a reasonable period of time.

PROCESSING REQUESTS

All requests for public records must either be satisfied or be acknowledged in writing or electronically as soon as is practicable. An oral response shall satisfy the requirement of a receipt when the requestor does not provide an email or postal address.

No "official" language is required to make a request for public records, and the request does not need to be in writing. The person making the request does not have to provide his or her identity, nor must he or she indicate how the records will be used. In fact, the office does not request such information. However, the person must identify the requested records with sufficient clarity to allow the office to retrieve them.

If a request is ambiguous or overly broad, the office may deny the request but must contact the requester for clarification. The office should assist the person in revising the request by explaining how the office's records are organized and accessed.

If a request is deemed significantly beyond "routine," such as seeking a voluminous number of copies or requiring extensive research, the acknowledgment should include the following:

- An estimated number of business days it will take to satisfy the request.
- An estimated cost if copies are requested, and prepayment maybe required before work begins.

HANDLING ELECTRONIC RECORDS

Electronic records are to be treated in the same way as records in other formats. Email, text messages, and instant messages, for example, may be public records if their content documents the business of the office.

Public Records content transmitted to or from private email accounts or personal devices are subject to disclosure. All employees or representatives of Sandusky City Schools are required to retain their email records and other electronic records in accordance with applicable records retention schedules.

DEALING WITH DENIALS OR REDACTIONS

If the office withholds, redacts, or otherwise denies requested records, it must provide an explanation, including legal authority. If portions of a record are public and other portions are exempt, the exempt portions may be redacted while the rest are released. When making public records available for public inspection or copying, the office shall notify the requester of any redaction or make the redaction plainly visible.

DETERMINING COPYING AND MAILING CHARGES

There is no charge to inspect public records. Those seeking public records will be charged only the actual cost of making copies, excluding labor. The charge for paper copies is 5 cents per page. The charge for electronic files downloaded to a compact disc is \$1 per disc. The charge for oversized copies (such as maps, drawings, etc.) is \$2.00 per page or the actual reproduction cost, if a commercial service is utilized. For video tapes, cassette tapes or any other type of media, the fee shall be \$5.00, or the actual reproduction cost, if a commercial service is utilized. Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies, or other actual cost of delivery. There is no charge for emailed documents. Sandusky City Schools may require payment prior to providing copies of the requested records.

MANAGING RECORDS

Records retention schedules are also available on Sandusky City Schools website at <https://www.scs-k12.net/Finance.aspx>, Treasurer's Department, and at Sandusky City Schools, Treasurer's Department, 407 Decatur St, Sandusky OH 44870-2442.