

Public Records Policy

Access to information concerning the conduct of the people's business is a right of every person. Records of the Findlay City Schools (FCS) which are not exempt from disclosure under the law are available for inspection and copying in accordance with the Ohio Public Records Act. Requests for records may be made during regular business hours to:

Findlay City Schools Treasurer
1100 Broad Avenue
Findlay, OH 45840
Phone: 419-425-8237
Fax: 419-425-8203 fn_treas@noacsc.org

The Findlay City Schools, 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. All records of the FCS are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

Records that have been requested may be reviewed at all reasonable times during regular business hours. If someone wishes to view public records of the FCS, they will promptly be made available. If someone wishes to receive copies of records, they will be provided 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.

Once a records request has been received, a response will be made or an acknowledgement of the request will be provided with: 1) an estimate of when a response can be expected, 2) an estimated cost if copies have been requested, and 3) the items (if any) that may be exempt from disclosure. If at any time prior to completing a response, FCS believes the response will take longer than initially estimated (due to the volume of records requested, the proximity of location where the records are stored, or the complexity of the legal review), the FCS will inform the person making the request of such a change.

It is within the public's rights NOT to:

Disclose their identity to the FCS when requesting records;
Provide FCS with a written request (although this is helpful in clarifying the request); nor
Provide a reason why the records are being requested.

Any denial of requested public records must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions will be redacted and the rest released. If there are redactions, they will be accompanied by a supporting explanation, including legal authority. Public record requests that are denied because the request is overbroad, ambiguous, or does not reasonably identify the record, will include a response as to how FCS records are maintained and the request may then be revised.

A fee for copies of public records may be charged which covers the direct costs of duplication incurred by FCS. The current fee is \$0.05 per page and \$1.00 per CD-ROM. In addition, actual cost of postage or other delivery costs may be charged. Payment of such fees may be required prior to processing a request. The treasurer has the authority to waive fees that are less than \$5 per month.

Board Approved 1/14/08
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