

Bellevue Public Library

Public Records Policy

In accordance with Ohio Revised Code section 149.43, the Bellevue Public Library provides access to public records as defined by law that document the organization, functions, policies, decisions, procedures, operations, or activities of the library as a public office to persons requesting the information of the library records custodian.

The Bellevue Public Library, in accordance with the Ohio Revised Code, defines records as including the following: any document -paper, electronic, 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 Bellevue Public Library are Public unless they are specifically exempt from disclosure under the Ohio Revised Code.

Each request for public records must identify the records requested with sufficient clarity to all the public office to identify, retrieve, and review the records.

The requester does not have to put the records request in writing and does not have to provide his or her identity or the intended use of the requested public record.

Those seeking public records will be charged only the actual cost of making copies. There is no charge for documents emailed. Requesters asking for documents to be mailed to them will be charged the actual cost of postage and mailing supplies.

Adopted by the Board of Trustees

Bellevue Public Library

December 19, 2007

Amended and approved on December 20, 2017