

**VILLAGE OF HARTVILLE
STARK COUNTY, OHIO
ORDINANCE NO. 1-15.02**

ORDINANCE NO. 1-15.02, repealing and replacing Ordinance 1-11.26, and adopting an ordinance establishing the Public Records Policy for the Village of Hartville ("Village"), and declaring the same to be an emergency.

**BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF HARTVILLE,
STARK COUNTY, OHIO:**

Section 1. Findings and Determinations. The Village finds and determines the following matters:

- a) It is the policy of the Village to strictly adhere to the state's Public Records Act.
- b) All formal actions of this Council relating to the enactment of the Ordinance were taken in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law, including Section 121.22 of the Ohio Revised Code.

Section 2. Definition

Records. The Village, 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 Village are public unless they are specifically exempt from disclosure under the Ohio Revised Code, including R.C. 149.43.

Section 3 Record Retention. It is the policy of the Village, 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

Section 4 Record requests. 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. The records request does not have to be in writing, nor does the requester have to provide his or her identity or the intended use of the requested public record, if they choose not to.