

Record of Ordinances

Ordinance No.: 2016-08

Passed: March 28, 2016

AN ORDINANCE ESTABLISHING A PUBLIC RECORDS POLICY FOR THE VILLAGE OF WEST LAFAYETTE AND REPEALING ORDINANCES AND RESOLUTIONS IN CONFLICT THEREWITH.

BE IT ORDAINED by the Council of the Village of West Lafayette, State of Ohio as follows:

Section 1.

- A. Access to information concerning the conduct of the villages business is a right of every person. Records of the Village of West Lafayette that are not exempt from disclosure under the law are available for inspection and copying in accordance with the Ohio Public Records Act.
- B. You may view the records you have requested at all reasonable times during the regular business hours of this office. If you wish to view public records at our office, we will promptly make them available to you. If you wish to receive copies of records, we will provide them 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.
- C. Once we have received your request, we will provide our response or acknowledge your request and provide you with an estimate of when you should expect our response, an estimated cost if copies have been requested, and the items (if any) that we expect may be exempt from disclosure. If at any time prior to completing our response, we believe our response will take longer than initially estimated (because of the volume of records requested, the proximity of location where the records are stored, or the complexity of the legal review), we will inform you of this change.
- D. If any portion of your request for records must be denied because the records are exempt from disclosure under the law, we will inform you which records you have requested are not public by clearly marking the portion "redacted" or we will explain which portions of the record(s) have been redacted. In addition, we will provide you with the legal authority upon which we have relied.

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- E. Please note that if we have denied your request because it is overbroad, ambiguous, or doesn't reasonably identify our records, we will provide you with information about how our records are maintained, and if you wish, you may revise your request for the records.
- F. A fee for copies of public records may be charged which covers the direct costs of duplication incurred by the Village of West Lafayette; currently this fee is \$0.10 and \$1.00 per CD-ROM. In addition, actual costs of postage or other delivery may be charged. We may require payment of these fees prior to processing your request. It is the policy of the Village of West Lafayette to waive charges to a requester for duplication of 10 pages or less per month.

Feel free to ask our Fiscal Officer any questions you may have about public records
Updated: February 22, 2016.

- G. All Public Records request are to be processed by the Fiscal Officer and a log of the documents reviewed and or released it to be maintained. The Mayor is to be informed of all log entries.

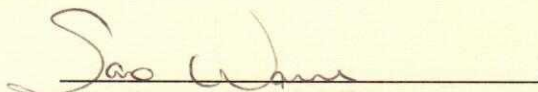
Section 2.

- A. All provisions of Ordinances and Resolutions in conflict with the provisions and terms of this ordinance shall be and is herewith amended in accordance with this ordinance.
- B. That this ordinance is declared to be an emergency necessary for the health, safety, and welfare of the citizens of West Lafayette, Ohio, for reason that the Village of West Lafayette needs to establish a public records policy by ordinance.

Passed on this 28 day of March, 2016


Stephen R. Bordenkircher, Mayor

Attest:


Sara Warne, Fiscal Officer