



Treasurer/CFO: Sarah L. Palm
Main Office: 330-357-8206, Ext 5003 / Fax: 330-274-3830

Public Records Requests

It is the policy of the Crestwood Local Schools that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of Crestwood to strictly adhere to the state's Public Records Act. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing.

Section 1. Public Records

Crestwood, 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 Crestwood are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

It is the policy of Crestwood that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying (see Section 4 for the e-mail record policy). Record retention schedules are to be updated regularly and posted prominently.

Section 2. Record Requests

All public records requests should be made to the district offices at 11260 Bowen Road, Suite A, Mantua, OH 44255. Each request for public records should be evaluated for a response using the following guidelines:

- 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 requester in revising the request by informing the requester of the manner in which the office keeps its records.
- The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record.

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- Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available 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.
- Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes, budgets, salary information, forms and applications, personnel rosters, etc.

All requests for public records must either be satisfied (see Section 2) or be acknowledged in writing by the district within (3) business days following the office’s receipt of the request. If a request is deemed significantly beyond “routine”, such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement must include the following:

- An estimated number of business days it will take to satisfy the request.
- An estimated cost if copies are requested.
- Any items within the request that may be exempt from disclosure.

Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

Section 3. Costs for Public Records

Those seeking public records will be charged only the actual cost of making copies.

- The charge for paper copies of printed records is ten (10) cents per page; charge for paper copies of electronic records is ten (10) cents per page.
- The charge for downloaded computer files to a compact disc is \$1.00 per disc.
- There is no charge for documents e-mailed as long as the documents’ original form is electronic or digital.

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- Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies. Requesters may also ask that printed copies be faxed to them. Other than for toll free numbers, the charge for this is two (2) cents per page.

Section 4. E-mail

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

Section 5. Failure to Respond to a Public Records Request

Per Ohio Revised Code failure to comply with a request may result in a court ordering the district to comply with the law and/or to pay the requester's attorney fees and damages.

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