

## **PUBLIC RECORDS POLICY**

The Public Records Policy is adopted by the Delaware-Knox-Marion-Morrow Solid Waste Management District (“DKMM”) in accordance with the Ohio Revised Code Chapter 149. It shall be communicated to all employees and representatives of DKMM and posted within the DKMM office.

### **MISSION STATEMENT**

It is the policy of DKMM that openness leads to a better informed citizenry, which leads to better government and better public policy. Consistent with the premise that government at all levels exists first and foremost to serve the interests of the people, it is the mission and intent of DKMM to fully comply with and abide by Ohio’s Public Records Act and Open Meetings Act.

### **DEFINING PUBLIC RECORDS**

All records of DKMM are public unless they are specifically exempt from the disclosure under the Ohio Revised Code, or are confidential attorney-client work product or communications. All records must be organized and maintained so that they are readily available for inspection and copying.

Public records are defined to include the following: Any document, device, or item, regardless of physical form or characteristic, including an electric record as defined in section 1306.01 of the Revised Code, created or received by, or comes under the jurisdiction of DKMM that documents the organization, functions, policies, decisions, procedures, operations, or other activities of DKMM.

DKMM shall make only such records as are necessary to document the organization, functions, policies, decisions, procedures, and essential transactions of DKMM and to protect the legal and financial rights of DKMM and persons directly affected.

Documents in electronic mail format are public records when their content relates to the business of DKMM. E-mail communication is to be treated in the same fashion as records in other formats.

### **CONFIDENTIAL AND PRIVILEGED RECORDS**

Any record that is deemed to be confidential communication between an attorney and client or created in preparation for trial shall be clearly marked at the top of the first page and at the bottom of each following page with a notation indicating that the record is either a “Confidential Attorney-Client Communication” or “Confidential Attorney Work Product.” If the record is in e-mail format, the notation should be included in the “subject” field.

All civil investigatory records and criminal law enforcement records shall be prominently marked with a “Confidential” notation.

### **DISPOSAL OF OR DAMAGE TO RECORDS**

All records are the property of DKMM and shall not be removed, destroyed, mutilated, transferred, or otherwise damaged or disposed of, in whole or in part, except as provided by law or under any policy or retention schedule adopted by DKMM. The Records Retention Schedule shall be updated regularly and made readily available to the public.

### **REQUESTS FOR PUBLIC RECORDS**

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 office to identify, retrieve, and review the records. If

it is not clear what records are being sought, the office must ask the requester for clarification, and shall assist the requester in revising the request by informing the requester of the manner in which the office keeps its records.

The requester is not required to put a records request in writing, or provide his or her identity or the intended use of the requested public record. If the requester does not desire to provide his or her identity, then DKMM will assign the requester a public records request number, which DKMM will use to track communications with the requester.

DKMM may not limit the number of public records that it will make available.

For questions related to the Public Records Policy, or Records Retention Schedule, please contact Cheryl Corbin at (740) 393-4600 or by email at [ccorbin@dkmm.org](mailto:ccorbin@dkmm.org).