

Guilford Township Trustees

3800 Greenwich Rd.
Seville, Ohio 44273
www.guilfordtownship.us
Organized since 1819

Gene Morris
Trustee
330-317-3008

Bob Rohrer
Trustee
330-571-1908

Jerry Winkler
Trustee
330-464-1965

Ray Ruprecht
Fiscal Officer
330-769-1929

The Board of Trustees of Guilford Township, in Medina County Ohio met in a virtual regular meeting on the 7th day of December 2021 with the following members present: Gene Morris and Bob Rohrer.

Bob Rohrer offered the following Resolution and moved the adoption of it, which was seconded by Gene Morris.

Resolution 2021-13 **Open Records mission statement, statement of principles and policy**

THEREFORE, BE IT RESOLVED that Guilford Township hereby adopts the following Open Records Mission Statement, Principles, and Policy as set forth below:

OPEN RECORDS MISSION STATEMENT; Consistent with the premise that government at all levels exists first and foremost to serve the interest of the people, it is Board of Guilford Township Trustees mission and intent to at all times fully comply with and abide by both the spirit and the letter of Ohio's Open Records Act and Open Meetings Act.

STATEMENT OF PRINCIPLES; In order to accomplish the mission of fully complying with both the letter and spirit of the Open Records and Open Meetings Acts, we do hereby adopt the following Statement of Principles by Resolution:

Guilford Township Trustees

- Will ensure that all personnel become and remain fully trained in and aware of the provisions of the acts;
- Will do nothing that abridges the public's right to obtain information about their government or that inhibits or discourages citizens from doing so;
- Will provide information to assist the public in making a request for public records by publicizing (website and Township Hall bulletin board) the Open records mission statement, statement of principles and policy;
- Will do everything possible to aid those who are seeking information, including but not limited to, fully explaining the scope and operation of the acts and assisting citizens in the formulation of requests;
- Will construe the provisions of the acts in a manner that favors compliance with requests for information;
- Will seek guidance from the Medina County Prosecutor's Office or the Office of the Ohio Attorney General whenever a question arises about the application of the acts or about the appropriateness of a request for information;
- Will clearly and concisely state the reason or reasons why a request for information has been denied in writing.

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OPEN RECORDS POLICY

It is the policy of this office to 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. The explanation will be given in writing.

1. This office, 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 Guilford Township Trustees are public unless they are specifically exempt from disclosure under the Ohio Revised Code.
2. The request for public records can be submitted by identifying the Township department and the public office custodian head of each department: Custodian heads of each department will be administration (fiscal officer), cemetery (sexton), roads (road supervisor), zoning (zoning inspector and secretary), fire & EMS (fire officer).

Types of methods to request a public record.

- Email at: RecordsRequests@Guilfordtwpoh.us and identify which township department and custodian (administration, cemetery, roads, zoning, fire & EMS) the request is being made to.
- By letter: Guilford Township Trustees or Road Supervisor, Sexton, Zoning Inspector, Secretary
3800 Greenwich Rd.
Seville, Ohio 44273
or
Seville-Guilford Fire & EMS Department
100 W. Greenwich Rd.
Seville, Ohio 44273
- By phone or fax:
Guilford Township Trustees, Mound Hill and River Styx Cemetery, Road Department,
Zoning Secretary (phone & fax 330-769-1929)

Seville-Guilford Fire & EMS Department (phone 330-769-4112 or fax 330-769-3562)

Zoning Inspector (phone 330-336-6559 or fax 330-769-1929)

3. In processing the request, the office does not have an obligation to create new records or perform a search or research for information in the office's records. If review is necessary, the requestor should be contacted and advised that he can review the Township files for what he desires and copies will be made of documents he pulls if desired.

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4. It is the policy of the Board of Guilford Township Trustees that, as required by Ohio law, records will be organized and maintained to that they are readily available for inspection and copying. Record retention schedules are updated as needed and available upon request.
5. 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 will contact the requester for clarification and will assist the requester in revising the request by informing the requester of the manner in which the office keeps its records.
6. 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.
7. Public records from Guilford Township are available for inspection, but please contact department record custodian to set up a time for the inspection of records or other related requests. Published holidays, weekends, intentional or unintentional days the Township office is closed, records will not be available for examination. Public records must be made available within a reasonable period of time. "Prompt" and "reasonable" are considered in regards to 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.
8. All requests for public records will either be satisfied or acknowledged promptly by the Record Custodian department head. If a request is deemed significantly beyond "routine", such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement will 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 according to the Ohio Revised Code.
 - In processing a request for inspection of a public record, an office employee may accompany the requester during inspection to make certain original records are not taken or altered.
 - A copy of the most recent edition of the Ohio Sunshine Laws Manual is available via the Attorney General's website (www.ohioattorneygeneral.gov/YellowBook) for the purpose of keeping employees of the office and the public educated as to the office's obligations under Ohio's Public Records Act, Ohio's Open Meetings Act, records retention laws, and Personal Information Systems Act.
9. If the requester makes an ambiguous or overly broad request or has difficulty in making a request such that the office cannot reasonably identify what public records are being requested, the request may be denied, but the office must then provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the office.

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If the office withholds, redacts, or otherwise denies requested records, it must provide an explanation, including legal authority, for the denial(s). If the initial request was made in writing, the explanation must also be in writing. If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest must be released. When making public records available for public inspection or copying, the office shall notify the requester of any redaction or make the redaction plainly visible.

10. Those seeking public records will be charged for making copies or postage. Guilford Township's Cost Schedule for Public Records is as follows:
 1. The charge for paper copies will be five (5) cents per page.
 2. The charge for downloaded records to a data storage device will be the cost of device that information is placed on.
 3. There is no charge for documents (if available) to be e-mailed.
 4. Documents requested to be mailed will be charged the actual cost of the postage and mailing supplies.
 5. If a request requires an exceptional size of paper (example: blueprints, maps), something that would have to be contracted out to copy. The Township deems it proper to charge an additional fee incurred by the record request to print out the exceptional size documented.
11. Electronic records in the form of e-mail, text messaging and instant messaging, any other communication device including those sent and received via a hand-held communications device, are to be treated in the same fashion as records in other formats, such as paper or audiotape. Public record content transmitted to or from private accounts or personal devices is subject to disclosure. All employees or representatives of this office are required to retain their e-mail records and other electronic records in accordance with applicable records retention schedules.

Electronic guidelines

One-month retention period

- Non-record material: personal correspondence, non-township publications
- Transient correspondence: drafts, meeting notices, information of temporary importance

Two-month retention period

- Invoices, payroll time sheets, ACH & banking receipts, routine correspondence that have been printed and stored as paper copies

One-year retention period

- Routine correspondence: referral letters, requests for routing information or publications that may be answered by standard form letters

Two-year retention period

- Administrative/General Correspondence: messages with significant fiscal, legal or administrative value

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Five-year retention period

- Executive Correspondence: dealing with significant aspects of agency policy, procedures, programs, fiscal and personnel issues

Permanent retention

- Only emails with enduring historical value require permanent retention.

Document guidelines

One-month retention period

- Once final meeting minutes, resolutions or documents are approved by the Guilford Township Trustees, any meeting notes or drafts can be destroyed.
- Non-record material: personal correspondence, non-township publications
- Transient correspondence: drafts, meeting notices, information of temporary importance

12. Guilford Township recognizes the legal and non-legal consequences of failure to properly respond to a public records request. Guilford Township’s records are subject to records retention schedules and the current schedules are available by contacting the fiscal officer at 330-769-1929. A location to view or pick up a copy of the records retention schedule will be arranged.

Roll call vote: Morris- yes, Rohrer- yes

I, Ray Ruprecht, as the Fiscal Officer of the Board of the Guilford Township Trustees, do hereby certify that the above Resolution, proposed by Board Member, Bob Rohrer, seconded by Board Member Gene Morris was this day passed and adopted by the Board of the Guilford Township Trustees.

DATE: _____

ATTEST: _____

TITLE: _____