



1.1 Records Management

Effective Date: January 12, 2023

Approved by: Jacqueline O'Connell, Executive Director

MetroParks of Butler County recognizes the need for orderly management, maintenance, and retrieval of all official public records. Unless otherwise noted, Ohio Revised Code 149.43 shall govern MetroParks record management.

Records Management

Defining Public Records A "record" is defined as a document in any format – paper or electronic (including email) that is created, received by, or comes under the jurisdiction of MetroParks that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. Electronic records shall not be classified as a separate record series, but rather must be included within a record series based upon an analysis of its content or subject matter.

A "public record" is a record that is being kept at the time a public records request is made, subject to applicable exemptions from disclosure under Ohio or federal law. All public records must be organized and maintained in such a way that they can be made available for inspection and sharing.

Custodian of Records The Executive Director of MetroParks of Butler County shall be the ultimate custodian of all records concerning the park system, taking into consideration that other staff members may be the immediate custodian of records pertaining to their area of responsibility. MetroParks records are subject to state-approved records retention schedules. The office's current schedules are available at the Administration Offices which is located at 2051 Timberman Road, Hamilton, Ohio 45013 and is readily available to the public as required by Ohio Revised Code 149.43(B)(2).

Storage of Records Permanent or long-term storage shall be in a climate and access controlled environment.

Removal of Public Records Public records may only be removed by a Board officer or employee in the course of the performance of his/her duties.

Records Retention Schedule All official records will be retained for the minimum periods stated in the MetroParks Records Retention Schedule. A MetroParks record may not be destroyed if any action involving the record is initiated before the expiration of a retention period and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later.

Public Records Requests

Records Request Requests should be made online at www.yourmetroparks.net.

The requester must identify the record(s) requested with sufficient clarity to allow MetroParks to identify, retrieve, and review the record(s). If the request is for a form which is not kept by MetroParks' offices, or if the request is otherwise ambiguous or overly broad, the request may be denied. The office does not have an obligation to create new records or research for information in the office's records.

An electronic record is deemed to exist so long as it is within the offices or program's standard sorting, filtering, or querying features.

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(s).

Response Timeframe Public records are to be available for inspection during regular business hours. Copies of public records must be made available within a reasonable period of time. This takes into account the volume of records requested, retrieval from storage, legal review and redaction, available staff, etc.

Law Governance Record access may be granted or refused in accordance with the law. Any denial, in whole or in part, must include an explanation, including legal authority.

Cost Those seeking public records may be charged for the medium on which the record is duplicated, not labor. Pickup of documents is available at 2051 Timberman Road Hamilton, Ohio 45013. There is no charge for emailed pdfs. Only MetroParks provided blank media sources will be used; outside blank media will not be accepted.

If a requestor asks that documents be delivered, they may be charged the actual cost of the postage and mailing supplies, or other actual costs of delivery.

Records Inspection In processing a request for inspection of a public record, an employee shall accompany the requester.