

Village of Mantua, Ohio
ORDINANCE 2021-60

**AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE VILLAGE OF MANTUA
EMPLOYEE HANDBOOK RELATING TO THE PUBLIC RECORDS REQUEST
POLICY, AND DECLARING AN EMERGENCY .**

WHEREAS, this Council has previously passed Ordinance 2010-24, the Village of Mantua Employee Handbook, which contains the Village's policies and guidelines relating to employees; and

WHEREAS, this Council has adopted an updated Public Records Request form which must be included in the Village of Mantua Employee Handbook and requires an update to the statements of Public Records Policy.

NOW, THEREFORE, BE IT ORDAINED, by the Council of the Village of Mantua, Portage County, Ohio, two-thirds or more of the members elected thereto concurring, that:

SECTION 1. Appendices K, L and M of Ordinance 2010-24 are hereby repealed.

SECTION 2. Appendix K of Ordinance 2010-24 is hereby enacted as set forth in "Exhibit A", attached hereto and incorporated herein by reference.

SECTION 3. Appendix L of Ordinance 2010-24 is hereby enacted as set forth in "Exhibit B", attached hereto and incorporated herein by reference.

SECTION 4. Sections 7.17.B and C of Ordinance 2021-24 are hereby amended as set forth in "Exhibit C", attached hereto and incorporated herein by reference.

SECTION 5. It is hereby found and determined that all formal action of this Council concerning and relating to the passage if this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in a meeting open to the public in compliance with all legal requirements, including section 121.22 of the Ohio Revised Code.

SECTION 6. This Ordinance is hereby declared an emergency measure, effective immediately upon passage in order to ensure that the Village of Mantua Employee Handbook accurately reflects the Village's policies and procedures.

Passed in Council this 21st day of December, 2021.

ATTEST:

Linda Clark, Mayor

Teresa Criblez, Fiscal Officer

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I hereby certify the above Ordinance was posted at the five (5) public notice locations in the Village of Mantua, Ohio, on the _____ day of December, 2021.

Teresa Criblez, Fiscal Officer

Approved as to Legal Form:

Michele Stuck, Solicitor

“Exhibit A”

Public Records Requests

The Village of Mantua Government belongs to the citizens of Mantua Village. We conduct our government activities in the open, and we are proud of our strong commitment to this important principle of democracy.

If you would like to request public records, you can make a request in writing any time. A written request is not mandatory, but it will help us provide the public records you are requesting in a more timely fashion. You may also keep your identity private if you prefer.

If you want to inspect a record, there is no charge, but it must be done on Village property when the record is available and during regular business hours of 8:00 am to 3:00 pm, Monday through Friday. There is no charge if you would like the record emailed to you. If you are requesting paper copies, the cost is \$0.05 per single-sided page. The cost of a CD is \$1.00 (one dollar). If you want something mailed to you, postage costs are assessed at actual cost. The employee handling the request will figure the total cost for you. Advance payment may be required before your request is fulfilled.

We will do everything possible to fulfill your request in a reasonable amount of time. If the request is for an older record or a large request, it may take some time to locate and prepare the response to your request. The proper subject of a public records request is a record that actually exists at the time of the request; the Village has no duty to create a record to respond to a request, nor to provide records that were not in existence at the time of the request or that the Village does not possess, including records that later come into existence.

If you need more details on our records policy, please ask, and we will be happy to show you or answer your questions.

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“Exhibit B”



The Village of Mantua
 4650 High Street P.O. Box 775
 Mantua, Ohio 44255
 Phone: 330-274-8776 Fax: 330-274-2884

PUBLIC RECORDS REQUEST FORM RC 101

The Village of Mantua government belongs to the citizens of Mantua Village. We conduct our government activities in the open and we are proud of our strong commitment to this important principle of democracy.

Name of Requester:		Email Address:	
Street Address:		Date:	
City, State, Zip		Phone Number:	
With as much specificity as possible, please describe the records you are interested in: <u>Please print.</u>			
Mantua Village provides copies of public records according to the following fee schedule. <u>Payment in advance may be required.</u> <ul style="list-style-type: none"> • Cost per page (single-sided) is \$0.05 (five cents). • If the record can be e-mailed, there is no charge. • The cost of a CD is \$1.00 (one dollar). If you want something mailed to you, postage costs are assessed at actual cost. • There is no charge to inspect records while in the building. <u>Please check your preference:</u>			
<input type="checkbox"/> I would like to have these records emailed to me at the email address listed above when they are ready.			
<input type="checkbox"/> I would like to inspect these records in the building when they are ready.			
<input type="checkbox"/> I would like these records copied, and I will pick them up when they are ready.			
<input type="checkbox"/> I would like these records copied and mailed to me at the address on this form.			

Signature of Requester: _____

[Below for Village of Mantua Use Only]

Record (s) not available, prohibited by law, or contains non-releasable material that has been redacted.

<input type="checkbox"/>	Record has never been maintained by the Village of Mantua.
<input type="checkbox"/>	Record is no longer maintained or has been disposed of pursuant to Mantua Village RC-1 or RC-2.
<input type="checkbox"/>	Record is prohibited from release due to an applicable state or federal law.
<input type="checkbox"/>	Record has been forwarded to legal counsel for research or review.
<input type="checkbox"/>	Record has been reviewed and release has been denied by legal counsel.
<input type="checkbox"/>	Record has been reviewed by legal counsel and records are to be released.
<input type="checkbox"/>	Upon review, non-releasable material has been redacted.

Name of employee handling request:	Date request was completed:	Date materials were picked up:
_____ pages at the cost of \$0.05 (five cents) per page.		Total Fee:
_____ Copies of other materials (CD or DVD) at the cost of \$1.00 (one dollar) per disk.		Total Fee:

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“Exhibit C”

B. Hours and Costs

You may make public records requests in any Mantua Village Government Office between the hours of 9:00AM and 4:00PM ~~8:00 am and 3:00 pm~~ on weekdays, excluding government holidays.

For copies of public records on 8.5 x 11 inch one sided paper in black ink, the copy cost is five cents per page. ~~CDs are \$1.00.~~ We may require you to pay the estimated copy costs before copies are made. All other copies (photos, ~~disks,~~ etc.) will be provided at actual cost. If records are mailed to you, we may charge you, in advance, postage and the cost of mailing materials.

C. How To Make A Public Records Request

We will provide prompt inspection of public records and copies of public records in a reasonable period of time. When you make a request, we will ask you to complete a “Public Records Request Form RC ~~100~~ 101, (Appendix L)” which will help us locate the records and expedite your request. You are not legally required to fill out the form, identify yourself, or give the purpose of your request. If the records cannot be provided while you wait, we will contact you when the records are available. ~~Public Record Request Form RC 101, (Appendix M), shall be filled out by Village on all record request.~~