

Franklin Public Library

Public Records Policy

(Adopted 08/23/2010)

All public records shall be open to public review. Public records include, but are not limited to, Board of Trustees' Minutes and Library Director's Reports to the Board of Trustees; receipts and expenditures; salary schedules and position descriptions; safety and health materials; contracts; and policy statements.

All requests from the public to review the records of the Library must follow these procedures:

1. A request to review public records is made to the Library Director, who is to respond to the request within seventy-two (72) hours.
2. The Director shall make the initial response to the request, supervise the record search review, and determine which records are to be disclosed and which are exempt from disclosure. Any question to the exempt status of any record will be reviewed with the Franklin City Attorney's office.
3. Upon determination that the requested records are available and are to be disclosed, an appointment will be made with the requesting party to review the records during regular business hours. On-site review of public records is made in the presence of the Library Director.
4. Any requested copies of the records will be made available for the requesting party to pick up at the library within seven days. The established rate for copies requested must be paid in full at the time the request is made.
5. Mail requests to review public records are made to the Library Director, who is to respond within ten (10) business days, stating the cost of making copies available and any mailing or delivery costs, prepayment is required. Requested copies will be sent within ten (10) business days after receipt of payment.