

**VILLAGE COUNCIL
VILLAGE OF ALEXANDRIA
LICKING COUNTY, OHIO**

ORDINANCE NUMBER 2025 - 11

**AN ORDINANCE APPROVING AND ADOPTING A REVISED PUBLIC RECORDS POLICY
FOR THE VILLAGE OF ALEXANDRIA AND DECLARING AN EMERGENCY**

WHEREAS,

Council for the Village of Alexandria acknowledges the Village maintains many records that are used in the administration and operation of the Village; and

WHEREAS,

The records maintained by the Village of Alexandria and the ability to access them are a means to provide trust between the general public and the Village; and

WHEREAS,

In order to strictly adhere to the State of Ohio's Public Records Act, the Village of Alexandria now wants to adopt a revised Public Records Policy;

**NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE COUNCIL OF THE VILLAGE OF
ALEXANDRIA. LICKING COUNTY, OHIO:**

SECTION ONE:

Council for the Village of Alexandria hereby approves and adopts the Public Records Policy attached hereto as Exhibit A and incorporated herein by reference.

SECTION TWO:

All prior legislation, or any parts thereof, which is/are inconsistent with this Ordinance is/are hereby repealed as to the inconsistent parts thereof.

SECTION THREE:

It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

SECTION FOUR:

Council declares this to be an emergency measure immediately necessary for the preservation of the public peace, health, and safety of this municipality. Wherefore,

provided this Ordinance receives the required affirmative votes of Council, this Ordinance shall take effect and be in force immediately upon passage by Council and approval by the Mayor.

This above-entitled Ordinance came to a vote on its reading as an emergency measure by the Village Council of the Village of Alexandria in regular session on this 4th day of November 2025.



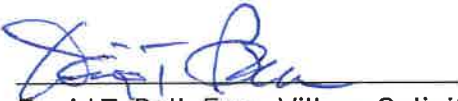
Mayor Sean Barnes

Attest:



Caroline Gissinger, Fiscal Officer

Approved as to Form:



David T. Ball, Esq., Village Solicitor

Village of Alexandria Public Records Policy

Village of Alexandria has a public records policy adopted pursuant to O.R.C. § 149.43. Records and Public Records are defined respectively in R.C. §§ 149.011 (G) and 149.43 (A) (1)

With the exception of Personnel Records for current or past employees of the Village, requests for the inspection and or copies of public records shall be directed to the office or department that maintains the record. The village has established general Schedules for Record Retention and Disposition (RC-2) for the following:

- Fiscal Officer
- Administration
- Police
- Zoning
- Roads and Maintenance
- Water Department

Village of Alexandria Public Records are available Monday through Friday during regular business hours, excluding legal holidays. For assistance in reviewing public records and/or obtaining copies of public records please contact the Village of Alexandria (740) 924-2539 or email: administrator@alexandriaoh.gov to request records.

No specific language is required to make a request for public records. However, the requester must at least identify the records requested with sufficient clarity to allow the office to identify, retrieve, and review the records.

The requester may put a records request in writing on the Village of Alexandria Public Records Request Form for the requested public record(s).

1. Public records will be promptly prepared and made available in a reasonable period of time. Normally within 5 to 7 business days to process requests. If you have questions regarding this process, call our office during business hours.
2. If the report or communication from the office has not been received within seven (7) business days, please call during normal office hours to confirm the request was received.

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.

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. Fee schedule for records request(s).

- Letter or Legal Sized Paper Copy (Single Side) Page (.05) 5 cents
- Email records per record at no cost (no more than 15 pgs.)
- Electronic Documents of Various Forms charge for electronic files downloaded to a USB storage device is the current cost per device.

1. The above fee schedule will be clearly posted and visible to the public.
2. Full payment is required before any copies are released to the requester. A requester may be required to pay in advance for the actual costs involved in providing the record(s).
3. As a result of security issues and to preserve the integrity of Village of Alexandria's computer systems, the Village of Alexandria will not provide direct access to Village computers, cell phones, tablets, phones or accept blank media supplied by the requesting party.
4. The Village of Alexandria shall notify the requesting party in advance in writing via email of any cost of labor or materials in situations where an outside vendor be hired to fulfill the request(s).
5. The Village of Alexandria will charge the actual costs of postage and mailing supplies when requesting party requires the public records be transmitted via the United States Postal Service or any type of priority mail service.

A copy of the most recent edition of the Ohio Sunshine Laws Manual is available via the Ohio 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 the Personal Information Systems Act.

All elected officials or their designees will attend the public records training approved by the Ohio Attorney General.