



Isaac, Brant, Ledman & Teetor LLP

Public Records Press

The Press will be a periodic service offered by **Isaac, Brant, Ledman & Teetor** free of charge to its clients. With the Press, we hope to assist our clients with educating their staff about the importance of public records compliance.

We hope that our clients will post the Press in a prominent place or distribute it to all employees for maximum benefit

For additional questions, training opportunities, or litigation assistance, please contact Mark Troutman and Mark Landes at (614) 221-2121. If you would like to receive future versions of the Press, please send an email to publicrecords@isaacbrant.com

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How should a government office handle people who are always requesting public records?

Provide them all public records they request after they pay the reasonable costs associated with production of the public records. For example, a public office may charge reasonable copy costs for documents and postage costs, if the records are mailed. Individuals making a request may only seek to review records, which likely involve no recoverable costs.

Public offices may not attempt to pass on the costs associated with the employee time for record production. Public offices do not have to recreate a public record in alternative mediums. If the requester prefers the records to be organized in an alternative medium, a public office may allow a requestor to pay the additional costs in creating records in a new medium.

As for curbing repeated requests, there is nothing a public office can or should do with regard to “concerned citizens.” If the requester is obtaining the records for profit-making purposes, that specific requester may be limited to eight requests per month. Without denying a request, a public office may seek additional information if a request is vague, overly broad, or makes no sense based upon the office’s organization of the particular public record. Once the office obtains this additional information, they must allow a requestor to amend their request.

At times, the volume of requests may overwhelm an office. On the other hand, public records must be maintained to prove that government is working well. Most often, requestors reach satisfaction earlier by working with a dutiful public office.

Note: Nothing contained in this newsletter is intended to offer specific legal advice. The information contained in the Press may only be considered general legal concepts regarding public records. To obtain specific legal advice, please use the contact information above.