



## Public Record Notice

The Mansfield/Richland County Public Library is committed to ensuring your rights to promptly inspect and/or receive copies of the public records maintained by the Library in a reasonable amount of time in compliance with the Ohio Revised Code.

To assist you, the Board of Trustees has enacted Schedules of Records Retention and Disposition and a Records Management Policy that are available for your review.

The Schedules of Records Retention and Disposition identify the records that are maintained by the Library.

The Records Management Policy informs you how the Library will respond to your public records request. This includes your rights to promptly inspect and/or receive copies of your public records in a reasonable amount of time. Copies may include paper or other medium as provided in the Records Management Policy. Any costs for copies or reproductions are specified in the Records Management Policy.

Please direct your public records inquiries/public record requests to the Business Office of the Library at 43 West Third Street during the business hours of 9 AM-5 PM, Monday-Friday.

*Effective September 29, 2007*

[www.mrcpl.org](http://www.mrcpl.org)