

PUBLIC RECORDS REQUEST INFORMATION

Note: While it is not mandatory, filling out the Public Records Request form will assist records personnel in identifying records you are requesting in a more timely and precise manner.

DEFINING PUBLIC RECORDS

A “record” is defined to include the following: A document in any format – paper, electronic (including, but not limited to, business e-mail) – that is created, received by, or comes under the jurisdiction of the City of Seven Hills that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the City.

A “public record” is a “record” that is being kept by this City at the time a public records request is made, subject to applicable exemptions from disclosure under Ohio or federal law. All public records must be organized and maintained in such a way that they can be made available for inspection and copying.

In processing the request, the City does not have an obligation to create new records or perform a search or research for information in the City's records. An electronic record is deemed to exist so long as a computer is already programmed to produce the record through the City's standard use of sorting, filtering, or querying features.

The requester must identify the records requested with sufficient clarity to allow the City to identify, retrieve, and review the records.

ANONYMOUS REQUESTS

A written Public Records Request is itself a Public Record and is therefore open to public disclosure. The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record(s). However, the law does permit the City to ask for a written request, the requester's identity, and/or the intended use of the information requested, but only if (1) a written request or disclosure of identity or intended use would benefit the requester by enhancing the City's ability to identify, locate, or deliver the public records that have been requested; and (2) the requester is first told that a written request is not required and that the requester may decline to reveal the requester's identity or intended use.

COPYING AND MAILING COSTS

Those seeking public records may be charged only the actual cost of making copies, not labor. The requester may be charged for the cost of hard copies or other media used to supply the requested records. A requester may be required to pay in advance for the actual costs involved in providing the copy. The requester may choose whether to have the record duplicated upon paper, upon the same medium on which the public record is kept, or upon any other medium on which the City determines that the record can reasonably be duplicated as an integral part of the City's normal operations.

If a requester asks that documents be delivered to them, he or she may be charged the actual cost of the postage and mailing supplies, or other actual costs of delivery.

FOR MORE INFORMATION...

refer to Ohio's Sunshine Law Manual

<https://www.ohioattorneygeneral.gov/Legal/Sunshine-Laws>