

CITY OF THE VILLAGE OF INDIAN HILL PUBLIC RECORDS POLICY

The following is a summary of the City's Public Records Policy. Full copies of the Public Records Policy are available upon request at the City Manager's office.

I. PUBLIC RECORDS REQUESTS

- A. Requests should be made directly to the City department maintaining the documents sought. If necessary, City staff will assist with identifying the appropriate department(s).
- B. Individuals requesting access to inspect public records and/or to receive copies of public records ("Requesters") are not required to reveal their identity or the reason for their request.
- C. The Requester must identify the records requested with sufficient clarity to allow the City to identify, retrieve, and review the records.
- D. Certain records will not be produced for inspection or copying pursuant to state and/or federal law (e.g., medical records; attorney-client privilege records, personal information of City staff, confidential law enforcement investigatory records). See the full City Policy for a more complete list.

II. FEE SCHEDULE

- A. The Requester must pay in advance any fees associated with the request.
- B. For photocopies of letter or legal size documents, the fees shall be as follows:
 - 1. For pages 1 – 25, no charge.
 - 2. For 26 or more pages - 5 cents per page calculated from the 1st page.
- C. For videotapes, CDs, DVDs, cassette tapes or for any other type of media, the fee shall be the replacement cost of the blank media or the reproduction (copying) cost.

III. PUBLIC RECORD PRODUCTION

- A. All public records maintained by the City shall be promptly prepared and made available for inspection to any person at all reasonable times during regular business hours, with the exception of published holidays. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the requested records.
- B. Routine requests for records will be satisfied as soon as practicable (e.g., meeting minutes and requests that do not require compilation, research and/or redaction).
- C. Requests for voluminous number of copies or requiring extensive research, will be acknowledged as soon as practicable with the following information:
 - 1. Estimated number of business days it will take to satisfy the request;
 - 2. Estimated cost if copies are requested; and
 - 3. Explanation of any items within the request that may be exempt from disclosure.

IV. GRIEVANCES

- A. Any Requester with a grievance regarding the City's compliance with the Public Records Policy may contact the City Manager and/or review available remedies in Ohio Rev. Code § 149.43(C)(1).