



CITY OF WARREN, OHIO PUBLIC RECORDS POLICY

The City of Warren Public Records Policy is intended to assist employees and officials in complying with both the letter and spirit of the Ohio Public Records Act. Access to public records is vital in creating an informed and engaged citizenry. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code.

Requests for Records

The requestor is only required to provide enough information to be contacted if clarification is needed or for the production of records. No specific language is required to make a request; however, the requestor must identify records with sufficient clarity to allow the public office to identify, retrieve, and review the records. If the request is unclear or overbroad, it is the employee's duty to attempt to clarify the records sought and advise the requestor the manner in which the records are kept and organized. In processing the request, the records custodian does not have an obligation to create new records or conduct research for information within the office's records.

Responding to Records

The records custodian shall review the request and produce the requested records within a reasonable time, considering all factors of the request. Records requested for inspection should be promptly made available during regular business hours. Prompt and reasonable times are determined by the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the records requested.

Requests should be satisfied or acknowledged as soon as is practicable. If a request is deemed significantly beyond "routine," such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement should include an estimated number of business days it will take to satisfy the request and an estimated cost, if applicable.

Cost for Public Records

The requestor is only responsible for the actual cost of copies, supplies, and delivery. Copies of records shall be charged at \$.05 per letter or legal-size page. Any records produced in other formats will be charged by the actual cost of the material. The requestor shall never be charged for any employee time in any aspect of the record production process. The requestor may be required to submit payment for records and delivery prior to production. Payment may be made by certified check, money order, or cash.

Denial of Redaction of Records

If the requestor 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. Upon denial, the requestor must be informed of the manner in which records are maintained and accessed and provided with an opportunity to revise their request. If any records are withheld, redacted, or otherwise denied, the records custodian must provide a written explanation, including legal authority.

For a copy of the full version of the City of Warren's Public Records Policy, please visit www.warren.org, or ask for a copy at the office where this poster is located.