

PUBLIC RECORDS POLICY

Access to information concerning the conduct of the people's business is a right of every person in this State. Records of the City of Port Clinton (the "City") which are not exempt from disclosure under the law are available for inspection and copying in accordance with the Ohio Public Records Act. Requests for records may be made during regular business hours to:

City of Port Clinton
1868 E. Perry Street
Port Clinton, Ohio 43452
Phone: 419-734-5522; Fax: 419-734-1043

You may view the records you have requested at all reasonable times during the regular business hours of this office. If you wish to view public records of our office, we will promptly make them available to you. If you wish to receive copies of records, we will provide them within a reasonable period of time. "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 records requested.

Once we have received your request, we will provide our response or acknowledge your request and provide you when; an estimate of when you should expect our response, an estimated cost of copies have been requested, and the items (if any) that we expect may be exempt from disclosure. If at any time prior to completing our response, we believe, our response will take longer than initially estimated (because of the volume of records requested, the proximity of location where the records are stored; or complexity if the legal review) we will inform you of this change.

It is within your right not to:

Disclose your identity to the City when you request records, (you will be given a "public records request number" which we will use to track our communications with you and our response(s) to your request):

Provide a reason why you have requested these records.

In any portion of your request for records must be denied because the records are exempt from disclosure under the law, we will inform you which records you have requested are not public by clearly marking the portion "redacted" or we will explain which portion of the record(s) have been redacted. In addition, we will provide you with the legal authority upon which we have relied.

Please note that if we have denied your request because it is overboard, ambiguous, or doesn't reasonably identify our records, we will provide you with information about how our records are maintained and if you wish, you may revise your request for the records.

A fee for copies of public records may be charged which covers the direct costs of duplication incurred by the City; currently this fee is \$.05 per page and \$1.00 per CD-ROM. In addition, actual cost of postage or other delivery will be charged. We may require payment of these fees prior to processing your request. It is the policy of the City to waive charges to a requester for duplication of 10 pages or less a month.

Feel free to ask the Director of Safety and Service or the Law Director any questions; you may have about public records. City of Port Clinton public records policy updated on 06/01/2008.