



PUBLIC RECORDS POLICY

All records of the City of Willowick are public, unless they are specifically exempt from disclosure under the Ohio Revised Code. “Record” includes any document or device, whether paper, electronic, or other format, which is created or received under the jurisdiction of the city and which documents the organization, functions, policies, decisions, procedures, operations, or other activities of the City of Willowick.

Although no specific language is required to make a request, the requestor must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve and review the records.

The requestor does not have to:

- Provide the public office with a written request
- Provide his or her identity
- Provide the intended use of the requested public record

Inspection of public records must be made available promptly. Copies of public records must be made within a reasonable period of time. “Promptly” and “reasonable period of time” take into account the volume of records requested, where the records are stored, and time for any legal review and/or redaction. Records prepared for inspection may be viewed during regular business hours of the applicable public office.

Each request will be evaluated for an estimated length of time required to gather the records.

Any denial of public records requested must include an explanation, including legal authority. If a portion of the requested record is not public, we will redact the exempt portion. Each redaction will be accompanied by a supporting explanation, including legal authority.

If we deny your request because it is overbroad, ambiguous, or doesn’t reasonably identify our records, we will provide you with the information about how are records are maintained and if you wish, you may revise your request for the records.

Costs for Public Records

Those seeking public records will be charged only the actual cost of making copies. Currently the fees are:

- .05 per page for paper copies
- \$1.00 per CD
- \$1.00 per unit of audio or video cassettes and/or CD’s
- No charge for electronic records e-mailed to the requestor
- Requesters may have the records mailed to them by paying the public office the actual cost of postage and mailing supplies.