

# **PUBLIC RECORDS POLICY OF THE CITY OF HILLIARD, OHIO**

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## **INTRODUCTION**

We are an open government. We welcome participation by our citizens. We believe openness leads to a better informed public, which leads to more transparent government and better public policy. Citizens are entitled to access government records and the Ohio Public Records Act should be interpreted liberally in favor of disclosure.

## **HOURS AND COSTS**

You may make public records requests in the City of Hilliard Municipal Building between the hours of 8:00 a.m. and 5:00 p.m. on weekdays, excluding government holidays.

Requests for a large number of copies or copies of maps, plans and drawings, typically measuring 24 x 36 or 30 x 42, may require that the request be reproduced by an outside vendor identified by the City. In these instances, the City will forward the documents to the vendor for reproduction. You must pay the vendor, in advance, for the reproduction cost. You will also be responsible for retrieving your reproduced items from the vendor.

For in-house copies of public records on 8.5 x 11 inch, 8.5 x 14 inch or 11 x 17 inch one sided paper, the copy cost is five cents (5¢) per page. In-house reproduction of a workable number of large maps (in black ink only) is two dollars (\$2.00) per page. For copies of public records on audio tape and on CDs, the copy cost is two dollars (\$2.00). Any other forms of media will be provided at actual cost. We may require you to pay the estimated copy costs before copies are made. There is no charge for in-house copy requests that result in a cost less than \$20.00. However, if records are mailed to you, we may charge you, in advance, postage costs and the cost of mailing materials.

## **HOW TO MAKE A PUBLIC RECORDS REQUEST**

We will provide prompt inspection of public records and copies of public records in a reasonable period of time. When you make a request, we will ask you to complete a "Public Records Request Form," which will help us locate the records and expedite your request. You are not legally required to fill out the form, identify yourself, or give the purpose of your request. If the records cannot be provided while you wait, we will contact you when the records are available.

## **DEFINITION OF PUBLIC RECORDS**

Under Ohio law, public records are those items that meet all of the following elements:

1. any document, device, or item, regardless of physical form or characteristic, including an electronic record;
2. that is created or received by, or coming under the jurisdiction of a public office; and
3. that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. This does not include records kept for our administrative convenience.

You may ask for a copy of our records retention schedule, which will familiarize you with the types of records available.

## **RECORDS THAT WILL NOT BE RELEASED**

Under Ohio law, some records that meet the above three elements will still be withheld from release because state or federal law makes the record confidential. Some commonly-requested records that are confidential include:

1. Attorney-client privileged information and trial preparation records
2. Social Security numbers
3. Records of ongoing investigations
4. Medical records
5. BMV records
6. Records that a judge ordered to be sealed per a statute
7. Peace Officer, firefighter, EMT, prosecutor, assistant prosecutor, children's services worker, or corrections officer, Residential and Familial Information (R.C. 149.43(A)(7)).

## **LIMITATIONS**

We may limit to ten the number of public records mailed to you, unless you certify in writing that you do not intend to use the records for commercial purposes.

We will not provide copies of public records that we create or receive after your original request is completed.

## **QUESTIONS OR CONCERNS**

If you have questions or concerns about Ohio Public Records law, please contact your state legislator. You can find contact information at [www.Ohio.gov](http://www.Ohio.gov). For questions directed to the City of Hilliard, you may call (614) 876-7361.