



CITY OF GROVE CITY PUBLIC RECORDS POLICY

THE CITY OF GROVE CITY, OHIO

4035 Broadway • Grove City, Ohio 43123 • Phone: 614-277-3041 • Fax: 614-277-3011

INTRODUCTION

Grove City operates under an open form of government and welcomes citizen participation. The City will fully comply with the spirit and the letter of Ohio's Public Records Act.

DEFINITION OF PUBLIC RECORDS

A "record" is defined to include the following: a document in any format – paper, electronic (including, but not limited to, business email) – created, received by, or coming under the jurisdiction of the City that documents the organization or its functions, policies, decisions, procedures, operations or other activities of the office. A "public record" is a "record" retained by the City at the time a public records request is made and not exempted under Ohio and/or Federal law.

RECORDS NOT RELEASED

Some public records are exempt from disclosure under Ohio and/or Federal law and cannot be released. Examples of commonly requested exempted records include: attorney-client privileged information and trial preparation records; Social Security numbers; records of ongoing law enforcement investigations; medical records; BMV records; records that a judge ordered sealed per a statute; and records related to recreational activities of those under the age of 18.

HOURS AND COSTS

Public records are available during regular business hours, excluding government holidays. Regular business hours are weekdays 8 a.m. to 5 p.m. For copies of public records on 8.5" x 11", one-sided paper in black ink, the cost is five cents per page. The City may require prior payment of the estimated copy cost. All other copies (photos, etc.) will be provided at actual cost. If records are mailed the requester will be subject to the cost of postage and mailing materials.

HOW TO MAKE A PUBLIC RECORDS REQUEST

A public records requester is not legally required to fill out a form, identify himself/herself, or provide the purpose of the request. However, the Public Records Request forms are available to identify the records requested with sufficient clarity to allow the City to efficiently retrieve the records. The City will provide prompt response to public records requests and provide copies if requested in a reasonable period of time. If the records cannot be provided while you wait, the City will contact you when the records are available. Mail or fax requests to the address/fax number above.

TO SUBMIT REQUESTS OR FOR QUESTIONS, CONTACT:

City Records: Don Walters, Business & Community Relations Officer, 614-277-3041

City Council Records: Tami Kelly, MMC, Clerk of Council, 614-277-3065

Law Enforcement Records: Laurie Grener, Police Records Specialist, 614-277-1714



PUBLIC RECORDS REQUEST

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REQUESTER INFORMATION (Not Required)

NAME OF REQUESTER		
DAYTIME PHONE NUMBER	EMAIL	
ADDRESS		
CITY	STATE	ZIP

PREFERRED DELIVERY METHOD: Email Pickup U.S. Mail On-site Inspection

RECORDS REQUEST INFORMATION

Be specific when describing the information requested. Inclusion of subject, date range, author, recipient, type of record, etc. expedites delivery. Please attach a supplemental page if necessary.

FOR CITY USE ONLY

<p>Payment Information</p> <p>NUMBER OF COPIES _____</p> <p>CHARGE PER COPY _____</p> <p>EXTRAS (CDs, Color Copies) _____</p> <p>DELIVERY FEES (Postage) _____</p> <p>TOTAL FEES _____</p>	<p>PAYMENT METHOD:</p> <p><input type="checkbox"/> CASH</p> <p><input type="checkbox"/> CHECK</p> <p><input type="checkbox"/> MONEY ORDER</p>	<p>Tracking</p> <p>DATE RECEIVED _____</p> <p>CITY STAFF NAME _____</p> <p>DATE TO CRO _____</p> <p>CRO Notes _____</p>
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