

City of Middleburg Heights



PUBLIC RECORDS POLICY POSTER

Access to records concerning the governance of this City is a right of all its citizens. Records of the City of Middleburg Heights, which are not exempt from disclosure under the law, are available for inspection and copying in accordance with Ohio's Public Records Act. Questions regarding compliance with the City's Public Records Policy should be directed to:

Santo Incorvaia, Director of Law
15700 Bagley Road
Middleburg Heights, Ohio 44130
440-234-8811
sincorvaia@middleburgheights.com

RECORDS REQUESTS

Records requests will be promptly prepared and made available for inspection during regular business hours within a reasonable period of time. Requested records must be identified with sufficient clarity to allow the office to identify, retrieve, and review. If the request is ambiguous, or overly broad, the request may be denied. 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.

DENIAL OF REQUESTS

If a request is denied, in part or in whole, the requester shall receive a written explanation, including legal authority, why the request was denied.

COST OF PUBLIC RECORDS

The requester must pay the actual cost of reproduction which does not include employee time. If copying by an outside contractor is required, the requester must pay the total cost of the contractor to the City. Photocopies are five cents (\$.05) per page. There shall be no charge if the number of copies is 20 or less in any given calendar month. In addition, the actual cost of postage of other delivery may be charged. The City may require the requester to pay in advance.

A full version of the City's Public Records Policy and Records Retention Schedules are available for inspection in the Finance Department, 15700 Bagley Road, Middleburg Heights, Ohio 44130.