

# WICKLIFFE POLICE DEPARTMENT PUBLIC RECORDS POLICY

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All records of the Wickliffe Police Department 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 this office and which documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

Access to information concerning the conduct of the people's business is a right of every person in this city. Records of the Wickliffe Police Department 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 or viewing records may be made during regular business hours (Monday - Friday, 8:00 a.m. - 4:00 p.m.) to:

Records Administrator  
28730 Ridge Road  
Wickliffe, OH 44092  
(440) 943-1234

## RECORD REQUESTS

No specific language is required to make a request, but the requester must identify records with sufficient clarity to allow the office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian should ask the requester for clarification, and assist the requester in revising the request by informing them of the manner in which this department maintains and accesses its records. The requester need not put a request in writing, or provide his or her identity or the intended use of the requested records.

## PRODUCTION OF REQUESTED RECORDS

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. The Wickliffe Police Department will provide copies of public records on paper, on the medium on which they are kept, or on any other medium the office determines it reasonably can duplicate the records as an integral part of normal operations. If portions of a record are public and portions are exempt, the exempt portions will be redacted and the rest released. Denial of all or any part of any public record requested shall include an explanation for the denial, including legal authority.

## COSTS FOR PUBLIC RECORDS

- There is no charge for viewing (inspecting) public records.
- Copies of public records may be charged at the following rates:
  - Paper copies - \$1.00 for every 20 pages of copied materials. No charge under 20 pages.
  - Photographs - \$1.00 each
  - Electronic Records (CD, DVD, etc.) - \$1.00
- Requesters may have records mailed to them by paying this office the actual cost of postage.

## E-MAIL RECORDS

If the content of an e-mail or other electronic communication meets the definition of a public record (see Records" above), it is subject to disclosure, whether it is in a public, or private, e-mail account. Requests for e-mail records will be treated in the same fashion as records in other formats.

## FAILURE TO RESPOND TO A PUBLIC RECORDS REQUEST

If a person believes this office has failed to comply with the Ohio Public Records Act, they may file a court petition in mandamus: 1) to compel the office to comply with the request, 2) to seek payment of statutory damages, 3) for court costs, and 4) to have the office pay the requester's attorney fees.