



## CITY OF GROVE CITY PUBLIC RECORDS

### 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 Public Records Act should be interpreted liberally in favor of disclosure.

### HOURS AND COSTS

You may make public records requests during regular business hours on weekdays, excluding government holidays. Regular business hours are 8 a.m. to 5 p.m. for City Hall and 7:30 a.m. to 3:30 p.m. for the Division of Police. For copies of public records on 8.5 x 11 inch one sided paper in black ink, the copy cost is five cents per page. We may require you to pay the estimated copy costs before copies are made. All other copies (photos, disks, etc.) will be provided at actual cost. If records are mailed to you, we will charge you postage 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. You are not legally required to fill out a form, identify yourself, or give the purpose of your request. However, when you make a request, we may ask you to complete a form which will help us locate the records and expedite 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:

- any document, device, or item, regardless of physical form or characteristic, including an electronic record; and
- that is created or received by, or coming under the jurisdiction of a public office; and
- 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.

### 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: attorney-client privileged information and trial preparation records; Social Security numbers; records of ongoing investigations; medical records; BMV records; records that a judge ordered to be sealed per a statute.

### LIMITATIONS

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

### QUESTIONS OR CONCERNS

Please contact Don Walters, Community Relations Officer, at (614) 277-3040  
For City Council records, please contact Tami Kelly, Clerk of Council, at (614) 277-3065  
For law enforcement records, please contact the Police Records Technician at (614) 277-1714



# PUBLIC RECORDS REQUEST

THE CITY OF GROVE CITY, OHIO

4035 Broadway • Grove City, Ohio 43123 • (614) 277-3040

As an open government, Grove City welcomes citizen participation which leads to an informed public and better public policy. In compliance with Ohio Revised Code 149.43, Grove City allows inspection of public records within a reasonable amount of time during regular business hours, 8 a.m. to 5 p.m., Monday through Friday. Any denial or redaction of requested records will include an explanation, including legal authority.

Neither a written request nor provision of personal information is required to access records, but completion of this form may expedite fulfillment of the request. Whether in writing or not, the requester must identify desired records with sufficient clarity to allow for identification, retrieval and review by the custodian. Copies of records will be made by City staff at cost; one-sided, black-ink copies are five cents per 8.5x11-inch page. Information to be copied must be identified by means that do not alter the record (colored paper clips, adhesive notes). New records will not be created to accommodate requests.

## REQUESTOR INFORMATION (Not Required)

NAME OF REQUESTER		
DAYTIME PHONE NUMBER	EMAIL	
ADDRESS		
CITY	STATE	ZIP

Preferred Delivery Method:     Email (if practical)     Pick up     U.S. Mail     On-site Inspection

## RECORDS REQUEST INFORMATION

Be specific when describing requested records. Inclusion of subject, date range, author, recipient, type of record, etc. expedites delivery of information. Requesters will be contacted to narrow overly broad requests.

## FOR OFFICIAL USE ONLY

<b>Payment Information</b>	
NUMBER OF COPIES	_____
CHARGE PER COPY	_____
EXTRAS (CDs, Color Copies)	_____
DELIVERY FEES (Postage)	_____
TOTAL FEES	_____
PAYMENT METHOD	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> MONEY ORDER

<b>Tracking</b>	
DATE RECEIVED	_____
CITY STAFF NAME	_____
DATE TO CRO	_____

<b>CRO Notes</b>
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