



City of Westlake Public Records Policy Acknowledgement

The City of Westlake maintains many records that are used in the administration and operation of the City of Westlake. The City of Westlake maintains its records in a manner which allows the City of Westlake to provide the general public inspection of the City of Westlake's public records, and copies of these records within a reasonable amount of time during its regular business hours detailed herein generally as 8:00 a.m. to 5:00 p.m. weekdays, excluding Saturdays, Sundays, and holidays.

All public record requests made in person shall adhere to these office hours even if the public office, e.g. the division of police, is operated on a twenty-four (24) hours basis. Requests made via fax or email after business hours will be reviewed the following business day.

The City of Westlake has a public records policy within the Records Management Manual and a Schedule of Retention (RC-2). To obtain a copy of either document please contact one of the following designated records officers:

Designated Records Officers

Building Dept.: Gayle Stanfield
Central Dispatch: Ron Barlow
Clerk of Commissions: Nicolette Sackman
Community Services: Susan Laschinger
Council Office: Denise Rosenbaum
Engineering Department: Andrea Scaggs
Finance Department: Terria Kneisel
Fire Department: Mike Freeman
Law Department: Jennifer Sfiligoj

Human Resources: JoAnn Davis
IT Department: Michael Stybel
Mayor's Office: Jaclyn Todd
Meadowood: Jill Milloy
Planning Department: Nicolette Sackman
Police Department: Dawn Eagleeye & Capt. Gerald Vogel
Purchasing Department: Larry Surber
Recreation: Jill Milloy
Service Dept.: Gayle Hill & Maureen Murphy

DO NOT REMOVE – must remain posted

RELEASE OF PUBLIC RECORDS POLICY

Introduction:

It is the policy of the City of Westlake that openness leads to a better informed citizenry, which leads to better government and better public policy.

Section 1. Public records

This City of Westlake, in accordance with the Ohio Revised Code, defines records as including the following: Any document – paper, electronic (including, but not limited to, e-mail), or other format – that is created or received by, or comes under the jurisdiction of the City that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the City. It is the policy of the City of Westlake that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Record retention schedules are to be updated regularly and posted prominently.

Section 2. Record requests

Each request for public records should be evaluated for a response using the following guidelines:

- (a) Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must contact the requester for clarification, and should assist the requestor in revising the request by informing the requestor of the manner in which the office keeps its records.
- (b) The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. Departments may wish to keep a record of what documents are requested and copied/or viewed by the requestor. If you ask the requestor to put a request in writing you must advise them that it is not required.
- (c) Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available 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; the ability of the office to perform its functions and still respond to the request; and the necessity for any legal review of the records requested.
- (d) Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes (both in draft and final form), budgets,

salary information, forms and applications, personnel rosters, etc... If 5 or fewer pages of copies are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded easily, these should be made as quickly as the equipment and manpower allows.

All requests for public records must either be satisfied or be acknowledged in writing by the City of Westlake within seven business days following the office's receipt of the request. If a request is deemed beyond "routine," such as covering multiple offices, seeking a voluminous number of copies or requiring additional review and evaluation, the acknowledgement should include the following information, if it is possible and feasible to determine based on the nature of the request:

- (i) An estimated number of business days it will take to satisfy the request.
 - (ii) An estimated cost if copies are requested.
 - (iii) Identification of any records within the request that may be exempt from disclosure if known at the time the acknowledgement is sent.
- (e) Any denial of public records requested must include an explanation, including legal authority. If the request is written, any denial must also be in writing. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released.

Section 3. Costs for Public Records

Those seeking public records will be charged only the actual cost of making copies. Pursuant to Westlake Codified Ordinances Section 123.04. There is no charge for documents e-mailed or faxed. An individual may be required to pay in advance for the cost of postage (if applicable) and copies for requests over 5 pages and or for copies on compact disk. Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.