



# PUBLIC RECORDS POLICY

Access to information concerning the governance of this city is a right of all its citizens. Records of the City of Lancaster 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 Record's Policy should be directed to:

**Lancaster City Council**  
**104 East Main Street**  
**Lancaster, Ohio 43130**  
**tsandy@ci.lancaster.oh.us**

You may view the records you have requested at all reasonable times during the regular business hours of this office. 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.

Once we have received your request, we will provide our response or acknowledge your request and provide you with: an estimate of when you should expect our response, an estimated cost if copies have been requested, and the items (if any) that we expect to be exempt from the disclosure.

## **It is within your rights not to:**

- Disclose your identity to the city when you request records;
- Provide our office with a written request; and
- Provide a reason why you have requested these records

If any portion of your request for records must be denied because a record is exempt from disclosure under the law, we will inform you which record you have requested is not public by clearly marking the portion "redacted" or we will explain which portion of the record has been redacted. In addition, we will provide you with the legal authority upon which we have relied.

Please note that if we have denied your request because it is overbroad, ambiguous, or it does not reasonably identify our records, we will provide you with information about how our records are maintained. If you wish, you may revise your request for records.

A fee for copies of public records may be charged which covers the direct cost of duplication incurred by the city; currently, this fee is \$.10 per page, and \$1.00 per CD-ROM. In addition, the actual cost of postage or other delivery may be charged. We may require payment of these fees prior to processing your request.