



PUBLIC RECORDS RELEASE POLICY (POSTER)

The City of Springboro maintains, for public view, many documents and records. In accordance with the state law, and the Records Commission for the City of Springboro, a Record Retention Schedule has been established. This Records Retention Schedule lists all records and the period of time they are maintained. These records are maintained for the operation of City offices and to provide a source of information for the public we serve. It is the primary goal of the City that it serves the citizens of Springboro in a manner of trust. These records, and the ability to have access to them, are a means to provide trust between the citizens and the City of Springboro. The underlying purpose of the Springboro Records Release Policy is to provide for full and prompt disclosure of public records and assure that City employees take all reasonable steps to comply with proper requests for public records.

Requests for Inspection. Public records responsive to a request will be promptly prepared and made available for inspection at all reasonable times during regular business hours. The City may require that a City employee be present during a records inspection.

Requests for Copying or Mailing. Public records responsive to a request will be copied by a City employee and made available within a reasonable amount of time. For mailings, you must provide the necessary mailing information. However, your name is not required.

Requests for Video and Audio. You are required to furnish blank recording tapes, (or discs) of sufficient quality, to allow reproduction of the requested material. The material will be provided to you within a reasonable amount of time.

Requests for Electronic Media If you choose to obtain a copy of a public record that is in an electronic format, the City may require that you pay in advance the cost involved in providing the copy. You may choose to have the public record duplicated upon paper, upon the same medium upon which the City keeps it, or upon any other medium upon which the City determines that it reasonably can be duplicated as an integral part of the normal operations of the City.

If the party receiving your request does not have the authority to respond to the request, or have custody of the requested documents, he or she will obtain the necessary information from you to fulfill the request and the record request will be responded to, as appropriate, in a reasonable amount of time given the nature and the circumstances of the request. You are not required to give your name or the reason for your request.

If the City cannot reasonably identify what public records are being requested, the City will explain to you the manner in which records are maintained and accessed in the ordinary course of the public office and you will be given an opportunity to revise the request.

If a public record contains information that is exempt from public inspection, the City shall make available all of the information within the public record that is not exempt and you will be notified if any information is redacted or the redaction will be made plainly visible.

If it is not clear whether the record you requested is one that can be released, the City will allow inspection or provide copies to the extent permissible as soon as legal counsel has had an opportunity to review the request.

A department within the City may establish its own policy for charging for postage and copies provided the costs (if any) are limited to the actual cost of postage and cost of copying. It is the City's policy to charge for any copies. If a request includes a request to mail the information the requestor must pay the cost of mailing. Cost of copying is currently \$.10/per page for standard copies. The first 24 pages of copies are free. Any copies over 24 you will be charged for all copies. The City may require payment in advance. The City will require payment in full at time of distribution. Public records requests may be submitted to the City Records Manager at 320 W. Central Avenue, Springboro, Ohio 45066 or recordscommission@cityofspringboro.com or directed to the pertinent City Department.