



City of North Canton

145 North Main St. – North Canton, OH 44720

July 15, 2014

CITY-WIDE PUBLIC RECORDS POLICY

It is the City of North Canton's policy that its employees strictly and promptly comply with Ohio's Public Records Act, Ohio Revised Code Section 149.43 et seq. As a result, we must demonstrate that our activities are open to public scrutiny and shall do so by providing prompt access to all records available under the law.

The City must examine each public record request under both state and federal law, which are subject to constitutional and statutory law amendments and enactments, and an evolving common law. Therefore, a City employee who receives a public record request must advise the Law Director and Administration office without delay. The Law Director shall assist the employee in evaluating and responding to the request. The Administration office shall transmit the City's response to the request and track it for compliance and efficiency.

If so requested, the City's Administration office may transmit copies of public records by e-mail if the City maintains the records electronically, or it determines that it reasonably can duplicate the requested records into electronic form as an integral part of its normal operation.

Non-residents making public record requests must pay in advance the cost involved in providing the copy of the public records in accordance with the choice made by the person seeking the copy, the cost of postage if the copy is transmitted by United States mail or the cost of delivery if the copy is transmitted other than by United States mail, and pay in advance the costs incurred for other supplies used in the mailing, delivery, or transmission. Residents must pay in advance for any aforementioned costs when they exceed \$5.00. The City shall not provide additional copies of records to those that fail to either pay the aforementioned costs in advance or when invoiced until the outstanding costs have been satisfied.

This policy shall be implemented without delay, and shall remain in effect until such time as it may be amended or adopted as an ordinance of the City of North Canton.

David J. Held
Mayor, City of North Canton

Daniel Peters
President, North Canton
City Council