

# CITY OF MAPLE HEIGHTS

## PUBLIC RECORDS REQUEST FORM



The City Government belongs to the citizens of the City of Maple Heights. We conduct our government in the open, and we are proud of our strong commitment to this important principle of democracy. All public records maintained by the City of Maple Heights shall be promptly prepared and made available for inspection to any person during regular business hours of City Hall. Promptness is to be determined by the facts and circumstances of each public records request. Regular business hours of the Maple Heights City Hall are Monday through Friday (except holidays), from 8:30 a.m. to 5:00 p.m.

DATE & TIME OF REQUEST: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

INFORMATION REQUESTED: - Please be specific as possible -

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The above referenced information will be available for review during normal business hours. Copies of public records shall be made available upon request at a cost to be determined by the current Fee Schedule. The requestor's refusal to complete this form does not impair the requestor's right to inspect and/or receive copies of the public record at cost. R.C. 149.43(B)(5).

After you have received the information that you requested, please sign your name in the space provided below, indicating you have received the information you requested.

\_\_\_\_\_  
Signature of person requesting information

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of person presenting requested information

\_\_\_\_\_  
Date

City of Maple Heights City Hall  
5353 Lee Road, Maple Heights, Ohio 44137  
(216) 587-9008 ~ [maplelaw@mapleheightsohio.com](mailto:maplelaw@mapleheightsohio.com)

**PLEASE RETURN COMPLETED FORM TO THE LAW DEPARTMENT**

### **PROHIBITED RECORDS:**

Records, whose release is prohibited or exempted by either state or federal law, or not considered public records as defined by Ohio Revised Code 14943(A)(1), shall NOT be subject to public inspection or released as copies in any form.

### **DENIALS OF PUBLIC RECORDS:**

The following record items are a partial listing, and may be denied by the City of Maple Heights:

- 1) The request involves records that have never been maintained by the City;
- 2) The request involves records that are no longer maintained or have been disposed of or transferred pursuant to applicable City schedules of Record retention and disposition (RC-2);
- 3) The request involves a record that has been disposed of pursuant to the One-Time records disposal (RC-1);
- 4) If the record is not a record used or maintained by the City, according to Ohio Revised Code Section 149.40, the City is under no obligation to create records to meet the public request.
- 5) If a request is ambiguous or an overly broad request or if the requestor has difficulty in making a request for copies or inspection of public records, such that the City cannot reasonably identify what public records are being requested.
- 6) Redacted or deleted information that authorizes or requires the public office to make due to federal or state law (O.R.C. 149.43(B)(1)).

### **LEGAL REVIEW:**

In the event a request is made to inspect and/or obtain a copy of a record maintained by the City of Maple Heights whose release may be prohibited or exempted by either state or federal law, or that certain information may be required to be redacted, the request shall be forwarded to legal counsel for the City to research and/or to review. The person submitting the request shall be advised that their request is being reviewed by legal counsel to ensure that protected and/or exempted information is not improperly released by the City of Maple Heights.

### **COST OF PUBLIC RECORDS:**

For photocopies of either letter or legal size documents, the fees shall be \$.05 (five cents) per photocopy calculated from the first photocopy. Two sided photocopies shall be charged at a rate of \$.05 (five cents) for each side. Advance payment is required before any copies are prepared. For any other type of media, the fee shall be the replacement cost or the reproduction (copying) cost. For audio recordings provided on a Compact disc (CD), the cost shall be \$1.00 (one dollar) each. If another agency is contracted to provide copies that are not able to be copied by the City, full reproduction costs shall be charged. Other costs may be determined by the Public Records Fee Schedule of the City of Maple Heights.

### **INFORMATION:**

For questions regarding public records, you may call the Clerk of Council at 216-587-9000 or the Law Department at 216-587-9008 during regular City Hall hours, Monday through Friday, 8:30 a.m. through 5:00 p.m. (except holidays).