

## ***Public Records Request Notice***

### **How to make a request**

In order to review personnel files or any other public records on file with the Civil Service Commission, you are **NOT REQUIRED** to:

- Put the request in writing,
- Provide your name and/or telephone number, or
- Inform us of the reason for your request.

However, making your request in writing and providing this information may help us complete your request more easily.

### **When will the request be ready?**

According to the Ohio Public Records Law, public records are to be promptly and reasonably made available for inspection or copying. Some Requests may be available quickly. Other requests may take time to process. For example, because many of our records are related to employment, they include social security numbers which are protected from disclosure by law. These records must be reviewed by staff to ensure any non-public information is removed or concealed prior to the record being made available for review or copying. Additionally, depending on the number of documents being requested or how old they are, it may require some time to gather them.

Once the requested information has been gathered and prepared for review, a staff member will notify you by phone. If you did not provide contact information, you may contact the Commission Office at 645-8369 to check the status of your request.

### **If you want copies**

You have the right to review public records at no charge. If, however, you want a copy of the record, there is a charge of \$.05 per page. This charge does not apply to law enforcement and/or other governmental agencies requesting documents in the discharge of their official duties.

The fee for copies is due in advance of the copying. Copies can be mailed, provided the applicable fee, plus postage, has been made in advance.

### **More information**

A copy of the City's Public Records Policy and the Commission's Records Retention Schedule is available upon request.