

RECORDS REQUEST POLICY

CITY OF MILFORD, OHIO

Revised February 2008

All public records maintained by the City of Milford shall be prepared within a reasonable time and made available for inspection to any person during regular business hours 8:30 A.M. to 4:30 P.M., Monday through Friday except holidays.

We ask but do not require that all records requests be in writing and submitted to the Administrative Office at 745 Center Street, Milford Ohio.

We follow Section 149.43 (A)(1) of the Ohio Revised Code when defining exception to what is not a public record.

A staff member must be present when any record is inspected. Only authorized city personnel will make copies of requested records.

If copies of documents are requested, there is no charge for the first ten (10) copies. A charge of ten (10) cents per copy is assessed for the 11th and subsequent copies.

Mailing cost is assessed at actual cost.

Legal authority will accompany refusals or redactions.

Overly broad or ambiguous requests may be denied requesting a revised more specific request.