

Chairman Kevin Corcoran, Mayor
Robert Esper, Member
April Wilkerson, Auditor
Brian Moriarty, Law Director



Records Commission
CITY HALL COUNCIL CHAMBERS
AGENDA OF DECEMBER 16, 2024
2:00 PM

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Records Commission Meeting Minutes dated June 26, 2024
(Council action required)

NEW BUSINESS

Office for Older Adults – RC-2

ADDITIONAL BUSINESS

Public Records Policy with fees for copies.
(Commission action required)

ADJOURNMENT

**NORTH RIDGEVILLE RECORDS COMMISSION
MEETING MINUTES
June 26, 2024**

Chairman Kevin Corcoran called the meeting to order at 2:00 p.m. in City Council Chambers at North Ridgeville City Hall, 7307 Avon Belden Road.

Commission members present were Chairman Mayor Kevin Corcoran, Robert Esper, Finance Director April Wilkerson, Law Director Biran Moriarty, and Assistant Clerk of Council Fijabi Gallam.

Minutes from the December 18, 2023, Record's Commission meeting

Chairman Corcoran asked for any corrections to the meeting minutes. No discussion was offered and the minutes were approved as submitted.

Approval of RC-2 – Public Utilities Division

Director of Community Services Tara Peet requested the following changes.:

- Changed the number sequence for all record titles to reflect the current year, 2024.
- Schedule Number 2024-01:
 - Under Record Title, changed from “Adjustment cards” to “ Adjustment Cards (no longer created).”
 - Under Retention Period, changed “Detroy paper once digitally stored” to “Permanent.”
 - Under Media Type, removed “Paper.”
- Schedule Number 2024-02:
 - Under media type, change “Paper” to “Electronic.”
- Schedule Number 2024-03:
 - Under Record Title, Muni-Link/Invoice Cloud and Various billing/reading reports were added.
 - Under Retention Period, changed “3 years” to “Life of Software system.”
- Schedule Number 2024-04:
 - Under Record Title, changed “Deposit slips” to “breakout/receipts from treasurer” and added “Deposit tickets/paper receipts.”
 - Under Retention Period, changed “3 years” to “Destroy paper once digitally stored” and added “3 years following the annual financial audit”;
 - Under media type, added “Electronic.”
- Schedule Number 2021-05 – Did not change to a new schedule number:
 - Removed item in its entirety.
- Schedule Number 2021-06 – Did not change to a new schedule number:
 - Removed item in its entirety.

- Schedule Number 2021-07 – Did not change to a new schedule number:
 - Removed item in its entirety.
- Schedule Number 2024-06:
 - Under Record Title, replaced with “Onbase workflow (from Building and Engineering flows): special assessment requests, pending water meter scheduling, pending water meter installation, water permit information, and sewer tap inspection flow from engineering.”
 - Under Retention Period, changed “3 years” to “Life of the software system.”
- Schedule Number 2024-07:
 - Under Record Title, replaced with “Payment arrangements-agreed to arrangements to avoid shut off.”
 - Under Retention Period, changed “Permanent” to “Destroy after arrangement deadline.”
 - Under Media type, changed “Electronic” to “Paper.”
- Schedule Number 2024-08:
 - Under Record Title, removed “Payment arrangements-agreed to arrangements to avoid shut off” and added “Payment Stubs (from mail & in-house customer payments).”
 - Under Retention Period, changed “Destroyed once paper digitally scanned” to “Destroy once that month’s billing cycle is complete.”
 - Under Media Type, removed “Electronic.”
- Schedule Number 2024-09:
 - Under Record Title, added “Utility payment checks (scanned in through EZ check scanner.”
 - Under Retention Period, added “Destroy after the monthly billing cycle is complete.”
 - Under Media type, added “Paper.”
- Schedule Number 2021-11 – Did not change to a new schedule number:
 - Removed item in its entirety.
- Schedule Number 2021-12 – Did not change to a new schedule number:
 - Removed item in its entirety.

It was moved by Esper and seconded by Wilkerson to approve the RC-2 as corrected for the Utilities Division.

A voice vote was taken and the motion carried.

Yes – 4

No – 0

Approval of RC-2 – Engineering Division

The Assistant Clerk of Council remarked that the Engineering Division updated the following:

- Changed the number sequence for all record titles to reflect division items (ENG-XX).

- Schedule Number ENG-01:
 - Under Record Title, added “device.”
 - Under Retention Period, change “5 years until digitally stored” to “5 years until digitally stored.”
- Schedule Number ENG-02:
 - Under Retention Period, change “Performance” to “maintenance.”
- Schedule Number ENG-03:
 - Under Retention Period, Change “15 years after completion of the project” to “Permanent.”
- Schedule Number ENG-04:
 - Under Retention Period, added “3 years after letting of the contract and after the completion of the annual financial audit.”
- Schedule Number ENG-05:
 - “Culvert” was added under the Record Title.
- Schedule Number ENG-06:
 - “Culvert” was added under the Record Title.
 - Retention Period changed from “10 years” to “Life of Bridge.”
- Schedule Number ENG-07:
 - “City-let” was added under the Record Title.
- Schedule Number ENG-8:
 - New item added: Complaints and violation records (includes notices, notes, photos, etc.
- Schedule Number ENG-9:
 - New item added: Consumer Confidence Report.
- Schedule Number ENG-11:
 - New item added: Cross-connection surveys.
- Schedule Number ENG-12:
 - Under Record Title, replaced with “Daily deposit records.”
 - Under Retention Period changed from “3 years” to “5 years after the completion of the annual financial audit.”
- Schedule Number ENG-13:
 - Under Retention Period changed from “Dispose of once electronically scanned” to “Dispose of once scanned digitally stored.”
 - Under Retention Period changed from “3 years” to “Permanent.”
- Schedule Number ENG-14:
 - New item added: Deeds/Easements.

- Schedule Number ENG-15:
 - New item added: Deposit records (includes engineering re-inspection deposits, street opening deposits, plan review deposits, inspections deposits, etc.)
- Schedule Number ENG-16:
 - New item added: Engineering permit applications (including permits, drawings, permit fees, plan review comment letters and responses, inspection checklists, inspection checklists, and inspection reports.
- Schedule Number ENG-17:
 - Under Retention Period, changed from “Until approved or proposal rejected” to “Permanent.”
- Schedule Number ENG-18:
 - Under Retention Title changed to “Federal or state – let project files (agreements, plans, bid documents, inspection records, etc.).”
 - Changed retention period years from “5 years” to “Permanent after scanned.”
- Schedule Number ENG-20:
 - Under Retention Period, added “after refunded provided audited.”
- Schedule Number ENG-21:
 - Under Retention Period changed from “Discard paper drawings once scanned” to “Dispose of once digitally stored.”
- Schedule Number ENG-22:
 - New item added: Master Utility Studies (includes reports, supplemental data, etc.)
- Schedule Number ENG-23:
 - Under Retention Title, added “MS4” and removed “OEPA.”
 - Under Retention Period, changed from “Keep until electronically scanned” to “Dispose of once digitally stored,” and changed “3 years” to 10 “years.”
- Schedule Number ENG-24:
 - New item added: Municipal–owned property files.
- Schedule Number ENG-25:
 - New item added: Onsite investigation reports for cross-connection surveys.
- Schedule Number ENG-26:
 - The retention period changed “5 years” to “10 years.”
- Schedule Number ENG-27:
 - New item added: Right-of-way agreement.
- Schedule Number ENG-31:
 - Under Retention Title, added “reports”
 - Under Retention Period, changed from “Keep until electronically scanned” to “Dispose of once digitally stored” and changed “3 years” to “5 years.”

- Schedule Number ENG-33:
 - New item added: Street Opening/Right-of-way permit applications (includes permit, drawings, inspection reports, etc.)
- Schedule Number ENG-34:
 - New item added: Subdivision files (including developer/subdivider agreements, inspection records, etc.)

It was moved by Mayor Corcoran and seconded by Wilkerson to approve the RC-2 as corrected for the Engineering Division.

A voice vote was taken and the motion carried.

Yes – 4 No – 0

Approval of RC-2 – Building Division

The Assistant Clerk of Council remarked that the Building Division updated the following:

- Changed the number sequence for all record titles to reflect division items (BLDG-XX).
- Schedule Number BLDG-04:
 - Under Retention Period, “2 years after contract ” to “3 years after letting of the contract,” and removed “Complete” to add “completion of the project.”
- Schedule Number 2013-06 – No change to the new number sequence:
 - Removed from retention schedule in its entirety.
- Schedule Number 2013-07 – not changed to the new number sequence:
 - Removed from retention schedule in its entirety.
- Schedule Number BLDG-06:
 - “Permanent ” for Building permit record books was removed, and “Dispose of once digitally stored” was added for the Media Type.
- Schedule Number 2013-09 – Did not change to the new number sequence:
 - Removed from retention schedule in its entirety.
- Schedule Number 2013-10 – Did not change to the new number sequence:
 - Removed from retention schedule in its entirety.
- Schedule Number 2013-13 – Did not change to the new number sequence:
 - Removed from retention schedule in its entirety.
- Schedule Number BLDG - 09:
 - Under Record Title, removed “to include notes; photos,” and added “Complaints and violation records (includes notices, notes, photos, etc.).”

- Schedule Number BLDG - 13:
 - Under Retention Period, removed “1 year”, and added “Dispose of paper once digitally stored” and “permanent.”
 - Under Media Type, added “Electronic.”
- Schedule Number 2013-13 – Did not change to the new number sequence:
 - Removed from retention schedule in its entirety.
- Schedule Number 2012-14 – Did not change to the new number sequence:
 - Removed from retention schedule in its entirety.
- Schedule Number BLDG-20:
 - Under Records Title, removed “(Since 2009 – spreadsheet only).”
 - Under Retention Period, changed from “3 years” to “Dispose of Once digitally stored.”
- Schedule Number BLDG-21:
 - Under Media Type, added Electronic.
- Schedule Number BLDG-23:
 - Under Records Title, added “records.”
 - Under Retention Period, added “Permanent.”
 - Under Media Type, added “Electronic.”
- Schedule Number 2013-16 – Did not change to the new number sequence:
 - Removed from retention schedule in its entirety.
- Schedule Number 2013-17 – Did not change to the new number sequence:
 - Removed from retention schedule in its entirety.
- Schedule Number 2013-19 – Did not change to the new number sequence:
 - Removed from retention schedule in its entirety.
- Schedule Number BLDG-28:
 - Under Records Title, added “Return receipts (certified mail).”
 - Under Retention Period changed from “Dispose of once compliant and no further action is required” to “Dispose of once digitally stored,” and added “Permanent.”
 - Under Media Type, added “Electronic.”
- Schedule Number BLDG-30:
 - Under Retention Period changed from “5 years following annual financial audit” to “Permanent.”
- Schedule Number BLDG-41:
 - Under Records Title added “(converted to BS&A software system).”

It was moved by Wilkerson and seconded by Esper to approve the RC-2 as corrected for the Building Division.

A voice vote was taken and the motion carried.

Yes – 4

No – 0

Approval of RC-2 – Office for Older Adults

The Assistant Clerk of Council remarked that the Older Adults Division updated the following:

- Changed the number sequence for all record titles to reflect the year items were changed.
- Schedule Number 2015-01:
 - Removed from retention schedule in its entirety.
- Schedule Number 2015-02 – not changed to the new number sequence:
 - Removed from retention schedule in its entirety.
- Schedule Number 2024-01:
 - Under Records Title, changed “Files” to “Records.”
- Schedule Number 2024-02:
 - Under Records Title, changed to “Ridge schedule and Drive logos – to include daily schedule, driving logs, and ride sign-in sheet.”
 - Under Retention Period, changed from “Until no longer admin necessary” to “Three years.”
- Schedule Number 2024-03:
 - Under Media Type, removed “Paper.”
- Schedule Number 2024-05:
 - New item - General Liability Waivers – for participants in fitness activities and field trips.
- Schedule Number 2024-06:
 - New item - Refund Processing Forms – for when a refund is issued to a participant or for a room rental cancelation

It was moved by Wilkerson and seconded by Esper to approve the RC-2 for the Office for Older Adults.

A voice vote was taken and the motion carried.

Yes – 4

No – 0

Additional Business

Amending the Public Records Policy and section 222.03 Fees for Copies.

Assistant Clerk of Council Gallam requested an increase in copy fees, noting that they have not been updated since 2005. She mentioned that the proposed fees align with the average rates in nearby cities. Additionally, Mrs. Gallam highlighted a policy change allowing the Records Commission, rather than the City Council, to amend the fees.

The Commission agreed to forward the proposed legislation to the City Council for approval. The new Public Records Policy will be voted on at the next Records Commission meeting.

Law Director Moriarty recommended removing Section 4.3(a) Public Records Request Limitations from the Public Records Policy.

It was moved by Moriarty and seconded by Wilkerson to table the changes to the Public Records Policy until the December 2024 meeting.

A voice vote was taken and the motion carried.

Yes – 4

No – 0

Adjournment

Chairman Corcoran asked for any further discussion. No further discussion was offered.

The meeting was adjourned at 2:37 p.m.

These meeting minutes were approved on this ____ day of _____ 2024.

Fijabi Gallam, MMC
Assistant Clerk of Council
Records Commission Secretary

DRAFT



RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

North Ridgeville

Office for Older Adults

(Local Government Entity)	(Unit)		
	Emily Lockshine	Director	12-16-2024
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

7307 Avon Belden Road	Records Commission	440-490-2055	
	North Ridgeville	(Telephone Number)	Lorain
(Address)	(City)	(Zip Code)	(County)

To have this form returned to the Records Commission electronically, include an email address:

fgallam@nridgeville.org

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature	Date
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Section C: Ohio History Connection - State Archives

Signature	Title	Date
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Section D: Auditor of State

Signature	Title	Date
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Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City for North Ridgeville

Office for Older Adults

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
2024-01	Client Payment Records-to include billing information, payments, etc.	3 years after the annual audit	Electronic		<input type="checkbox"/>
2024-02	<u>Transportation - to include daily schedules,</u> Ridge Schedule and Driver logs -- to include schedules, driving logs, and rider sign-in sheets	Three years	<u>Electronic</u> Paper		<input type="checkbox"/>
2024-03	Request for Proposals – proposals and contracts for grant funding	2 years	Electronic		<input type="checkbox"/>
2024-04	Social Media - Job postings, Live Speech videos, Public meeting notices, Correspondence, Public Service Announcements, policies, and Project documents (All considered not an original of the record that is reflected on the department's RC-2 and RC-2 All-City General)	Until No longer administratively needed or Until superseded	Electronic		<input type="checkbox"/>
2024-05	General Liability Waivers – for participants in fitness activities and field trips	Disposed of after scanned Three years after the annual audit	Paper Electronic		<input type="checkbox"/>
2024-06	Refund Processing Forms – for when a refund is issued to a participant or for a room rental cancelation	Three years after the annual audit	Electronic		<input checked="" type="checkbox"/>
<u>2024-07</u>	<u>Driver logs - to include route information and service verification</u>	<u>Three years</u>	<u>Paper/ Electronic</u>		<input type="checkbox"/>
<u>2024-08</u>	<u>ODA Form 0008 Daily Vehicle Inspection logs</u>	<u>Three years</u>	<u>Paper/ Electronic</u>		<input type="checkbox"/>
<u>2024-09</u>	<u>Home Delivered Meals - Client assessment/re-assessment, Release of Information</u>	<u>Three years</u>	<u>Paper</u>		<input type="checkbox"/>
<u>2024-10</u>	<u>ODA Form 0010 Nutritional Health Assessment and service delivery records</u>	<u>Three years</u>	<u>Paper/ Electronic</u>		<input type="checkbox"/>



To: Records Commission

From: Fijabi Gallam, Assistant Clerk of Council

Prepared By: Clerk of Council

Meeting Date: December 16, 2024

Request based on the Increase of supply cost.
Public Records Policy with fees for copies.
Commission action required

RECOMMENDATION REASON AND ACTION

Motion to approve the Amended Public Records Policy with the new copy fees.

OTHER DETAILS

Request based on the Increase of supply cost.

FISCAL IMPACT

The most recent amendment to NRCO Section 222.03 (Fees for Copies) occurred in 2005. Legislative adoption of fees is not mandatory; therefore, it can be incorporated into the Public Records Policy. This policy is accessible on the City's website, displayed in the City Hall lobby, and available at the Clerk of Council's office.

ATTACHMENTS:

1. 2024 Records Policy & Request Form - Amended
2. ORD. NO. 2024-71 - Adopted by City Council

PUBLIC RECORDS POLICY

1. PURPOSE

The purpose of this Policy is to provide for compliance with Ohio Revised Code Section 149.43, availability of Public Records. It is the City's policy to adhere to the state's Public Records Act. Any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code.

2. DEFINITIONS of terms are the same as definitions in ORC 149.43.

3. PREPARATION/AVAILABILITY OF PUBLIC RECORDS:

Public records requests will be accommodated during the ~~regular normal administrative posted business~~ hours, Monday through Friday, from the office processing the records. Upon request, a public office or person responsible for public records shall make copies of the requested public record available at cost and within a reasonable period of time. If a public record contains information that is exempt, the public office or the person responsible for the public record shall make available all of the information within the public record that is not exempt. When making that public record available for public inspection or copying that public record, the public office or the person responsible for the public record shall notify the requester of any redaction or make the redaction plainly visible. A redaction shall be deemed a denial of a request to inspect or copy the redacted information unless a federal or state law authorizes or requires a public office to make the redaction.

To facilitate broader access to public records, a public office or the person responsible for public records shall organize and maintain public records in a manner that they can be made available for inspection or copying in accordance with this section. If a requester makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records under this section, such that the public office or the person responsible for the requested public record cannot reasonably identify the public records being requested, the public office or the person responsible for the requested public record may deny the request but shall provide the requester with an opportunity to revise the request by informing the requester of the manner in which records are maintained by the public office and accessed in the ordinary course of the public office's or person's duties.

Current records retention schedules shall remain on file in the Office of the Clerk of Council and are readily available for public inspection. Records are generally only available for as long or as far back as indicated on the records retention schedules. If records are retained longer than indicated on the records retention schedules for that record, it is still available as a public record.

4. PUBLIC DOCUMENTS REQUEST PROCESS:

4.1 Request Form:

- (a)** All requests for public documents *may* be made by filling out the form attached hereto as Appendix A. A public office or person responsible for public records may ask a requester to make the request in writing, may ask for the requester's identity, and may inquire about the intended use of the information requested, but may do so only after disclosing to the requester that a written request is not mandatory and that the requester may decline to reveal the requester's identity or the intended use.
- (b)** Each record shall be submitted to the Law Department for review before being released.
- (c)** If any person chooses to obtain a copy of a public record the public office or person responsible for the public record may require that person to pay in advance the cost involved in providing the copy of the public record in accordance with the choice made by the person seeking the copy.
- (d)** The public office or the person responsible for the public record shall permit that person to choose to have the public record duplicated upon paper, upon the same medium upon which the public office or person responsible for the public record keeps it, or upon any other medium upon which the public office or person responsible for the public record determines that it reasonably can be duplicated as an integral part of the normal operations of the public office or person responsible for the public record. When the person seeking the copy makes a choice under this division, the public office or person responsible for the public record shall provide a copy of it in accordance with the choice made by the person seeking the copy, as long as it is practical to do so.
- (e)** Nothing in this section requires a public office or person responsible for the public record to allow the person seeking a copy of the public record to make the copies of the public record.
- (f)** Upon a public records request made, a public office or person responsible for public records shall transmit a copy of a public record to any person by United States mail or by any other means of delivery or transmission within a reasonable period of time after receiving the request for the copy. The public office or person responsible for the public record may require the person making the request to pay in advance 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 to pay in advance the costs incurred for other supplies used in the mailing, delivery, or transmission. The requester, in all instances, may personally appear to retrieve records.

- (g) Requests for electronic media records will be responded to in the file format in which it is maintained by the public office.

4.2 Delivery of Public Records Request:

- (a) Public records are to be available for inspection during the ~~regular-normal administrative posted business~~ hours, Monday through Friday, of the office they seek the records from.
- (b) Public records must be made available for inspection promptly, within a reasonable amount of time, and at no cost.
- (c) Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

4.3 Public Records Request Limitations:

- ~~(a) The number of public records requests to be transmitted to one person or entity by United States mail is limited to ten (10) per month, unless the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. Commercial shall be narrowly construed and does not include reporting or gathering news, reporting or gathering information to assist citizen's oversight or understanding of the operation or activities of government, or nonprofit educational research.~~
- (ab) A public office or person responsible for public records is not required to permit a person who is incarcerated pursuant to a criminal conviction or a juvenile adjudication to inspect or obtain a copy of any public record concerning a criminal investigation or prosecution or concerning what would be a criminal investigation or prosecution if the subject of the investigation or prosecution were an adult, unless the request to inspect or to obtain a copy of the record is for the purpose of acquiring information that is subject to release as a public record under this section and the judge who imposed the sentence or made the adjudication with respect to the person, or the judge's successor in office, finds that the information sought in the public record is necessary to support what appears to be a justiciable claim of the person.
- (be) Changes are occasionally to the Public Records Act, O.R.C. 149.43, and to the case law interpreting the Act. If any conflict arises between this policy and the current Act or the latest case law, the current Act or latest case law shall apply.

4.4 Denial of a Records Request:

If a request is ultimately denied in part or in whole, the public office or the person responsible for the requested public record shall provide the requester with an explanation, including legal authority, setting forth why the request was denied. If the initial request was provided in writing, the explanation also shall be provided to the requester in writing. A redaction constitutes denial of a public records request.

5. SCHEDULE OF FEES (GENERAL):

5.1 Fees for copies shall be charged in accordance with the ordinances Ohio Revised Code Section 149.43 and adopted by Council the City's Records Commission which are on file in the Office of the Clerk of Council. Only the actual costs are allowed under the Public Records Act for most types of copies.

5.2 If an outside copying service is used to make copies, the requester will be required to pay the cost of the entire copying job, as billed by the copying service, and any other applicable costs.

5.3 In addition to any costs allowed by law, actual costs of postage and other supplies used in the compilation or mailing of any records request shall be assessed in accordance with current market prices.

5.4 In instances where copies are created for the purpose of redaction, the per-page fees shall apply, even if the redacted pages are provided to the requester in an electronic format.

5.5 The Fees for copies of public records shall be included in the City's Public Records Policy and Appendix A.

5.6 Certain fees are hereby established to reflect the actual costs of services rendered, as follows:

<u>Copies of public records requests for letter or legal-size paper (each side)</u>	<u>\$0.10</u>
<u>Copies of public records requests for black and white ledger-size paper (each side)</u>	<u>\$0.15</u>
<u>Copies of public records requests for color ledger-size paper (each side)</u>	<u>\$0.25</u>
<u>Copies of public records requests for 24x36 (each side)</u>	<u>\$2.50</u>
<u>Copies of public records requests for color 28x40 (each side)</u>	<u>\$9.00</u>
<u>Copy of Zoning Map color ledger size</u>	<u>\$3.00</u>
<u>Copy of Zoning Map color 28x40 (each side)</u>	<u>\$16.00</u>
<u>Electronic (Email or Link Access)</u>	<u>No Fee</u>
<u>CD ROM</u>	<u>\$4.00</u>
<u>Fax</u>	<u>\$1.50</u>

<u>Flash Drive</u>	<u>\$6.50</u>
<u>United States Postal Mail</u>	<u>Market Price</u>
<u>Other Delivery by Mail</u>	<u>Market Price</u>
<u>Certified Copies</u>	<u>\$1.00 per page</u>
<u>Obtain copies of the Codification Ordinance through the Codifier. For guidance, please reach out to the Clerk of Council's Office.</u>	

6. IMPROPER DISCLOSURE:

Improper disclosure of records which are privileged, confidential, or exempt under law may subject the person so disclosing such documents to prosecution under Ohio Revised Code Section 102.03(B) as well as other disciplinary action.

(APPENDIX A)
REQUEST FOR PUBLIC RECORDS
PUBLIC CITIZENS REQUEST FORM

Ohio Revised Code Section 149.43 (b) requires the City to provide records in a reasonable period of time. Depending on research, additional time may be afforded in order to complete the request. A public office or person responsible for public records may ask a requester to make the request in writing, may ask for the requester's identity, and may inquire about the intended use of the information requested, but may do so only after disclosing to the requester that a written request is not mandatory and that the requester may decline to reveal the requester's identity or the intended use and when a written request or disclosure of the identity or intended use would benefit the requester by enhancing the ability of the public office or person responsible for public records to identify, locate, or deliver the public records sought by the requester.

STATE YOUR REQUEST:		
DATE SUBMITTED:		
EXPECTED DELIVERY DATE:		
TYPE OF COPY NUMBER OF COPIES & NUMBER OF PAGES		**Please see cost list below
NAME OF REQUESTOR (optional):		
ADDRESS / EMAIL: (method of delivery)		
CONTACT PHONE NUMBER:		
PUBLIC OFFICE OR PERSON RESPONSIBLE FOR PUBLIC RECORDS REQUEST:		
DATE RECEIVED:		
DATE TRANSMITTED:		

COST LIST

PAPER	\$0.05 PER PAGE
ELECTRONIC (EMAIL)	
CD-ROM (DIGITAL)	
FAX	NO FEE
ELECTRONIC FILES	NO FEE
UNITED STATES POSTAL MAIL	POSTAGE—CURRENT MARKET PRICE

<u>Copies of public records requests for letter or legal-size paper (each side)</u>	<u>\$0.10</u>
<u>Copies of public records requests for black and white ledger-size paper (each side)</u>	<u>\$0.15</u>
<u>Copies of public records requests for color ledger-size paper (each side)</u>	<u>\$0.25</u>
<u>Copies of public records requests for 24x36 (each side)</u>	<u>\$2.50</u>
<u>Copies of public records requests for color 28x40 (each side)</u>	<u>\$9.00</u>
<u>Copy of Zoning Map color ledger size</u>	<u>\$3.00</u>
<u>Copy of Zoning Map color 28x40 (each side)</u>	<u>\$16.00</u>
<u>Electronic (Email or Link Access)</u>	<u>No Fee</u>
<u>CD ROM</u>	<u>\$4.00</u>
<u>Fax</u>	<u>\$1.50</u>
<u>Flash Drive</u>	<u>\$6.50</u>
<u>United States Postal Mail</u>	<u>Market Price</u>
<u>Other Delivery by Mail</u>	<u>Market Price</u>
<u>Certified Copies</u>	<u>\$1.00 per page</u>
<u>Obtain copies of the Codification Ordinance through the Codifier. For guidance, please reach out to the Clerk of Council's Office.</u>	

DATE:	<u>July 15, 2024</u>	1 ST READING:	<u>July 15, 2024</u>
INTRODUCED BY:	<u>Mayor Corcoran</u>	2 ND READING:	<u>August 5, 2024</u>
REFERRED BY:	<u>Records Commission</u>	3 RD READING:	<u>August 19, 2024</u>
		ADOPTED:	<u>August 19, 2024</u>
		EFFECTIVE:	<u>September 18, 2024</u>

ORDINANCE NO. 2024-71

AN ORDINANCE REPEALING NRCO SECTION 222.03 FEES FOR COPIES OF THE NORTH RIDGEVILLE ADMINISTRATION CODE.

WHEREAS, the current Section 222.03 of the North Ridgeville Administration Code addresses fees for copies; and

WHEREAS, the Administration desires to streamline the process and ensure transparency in charging for copies; and

WHEREAS, the Public Records Act mandates that only actual costs be allowed for such copies.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH RIDGEVILLE, LORAIN COUNTY, OHIO, THAT:

SECTION 1. North Ridgeville Codified Ordinance *Section 222.03 Fees For Copies* is hereby repealed in its entirety.

SECTION 2. Fees for copies shall be the actual cost permitted under the Public Records Act.

SECTION 3. The City’s Records Commission shall update its Public Records Policy to reflect the changes made by this ordinance. The fees for copies of public records shall be included in the City’s Public Records Policy and Appendix A.

SECTION 4. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements, including §121.22 of the Ohio Revised Code.

SECTION 5. This Ordinance shall take effect and be in full force from and after the earliest period allowed by law.

PASSED: August 19, 2024



Jason R. Jacobs
PRESIDENT OF COUNCIL

ATTEST :



Nicholas Ciofani
CLERK OF COUNCIL

APPROVED: Aug 22, 2024



Kevin Corcoran
MAYOR



PUBLIC RECORDS POLICY

1. PURPOSE

The purpose of this Policy is to provide for compliance with Ohio Revised Code Section 149.43, availability of Public Records. It is the City's policy to adhere to the state's Public Records Act. Any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code.

2. DEFINITIONS of terms are the same as definitions in ORC 149.43.

3. PREPARATION/AVAILABILITY OF PUBLIC RECORDS:

Public records requests will be accommodated during the ~~regular~~ **normal administrative posted business** hours, Monday through Friday, from the office processing the records. Upon request, a public office or person responsible for public records shall make copies of the requested public record available at cost and within a reasonable period of time. If a public record contains information that is exempt, the public office or the person responsible for the public record shall make available all of the information within the public record that is not exempt. When making that public record available for public inspection or copying that public record, the public office or the person responsible for the public record shall notify the requester of any redaction or make the redaction plainly visible. A redaction shall be deemed a denial of a request to inspect or copy the redacted information unless a federal or state law authorizes or requires a public office to make the redaction.

To facilitate broader access to public records, a public office or the person responsible for public records shall organize and maintain public records in a manner that they can be made available for inspection or copying in accordance with this section. If a requester makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records under this section, such that the public office or the person responsible for the requested public record cannot reasonably identify the public records being requested, the public office or the person responsible for the requested public record may deny the request but shall provide the requester with an opportunity to revise the request by informing the requester of the manner in which records are maintained by the public office and accessed in the ordinary course of the public office's or person's duties.

CLERK OF COUNCIL'S OFFICE	7307 Avon Belden Road North Ridgeville, OH 44039	(440) 490-2045 nridgeville.org
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Current records retention schedules shall remain on file in the Office of the Clerk of Council and are readily available for public inspection. Records are generally only available for as long or as far back as indicated on the records retention schedules. If records are retained longer than indicated on the records retention schedules for that record, it is still available as a public record.

4. PUBLIC DOCUMENTS REQUEST PROCESS:

4.1 Request Form:

- (a)** All requests for public documents *may* be made by filling out the form attached hereto as Appendix A. A public office or person responsible for public records may ask a requester to make the request in writing, may ask for the requester's identity, and may inquire about the intended use of the information requested, but may do so only after disclosing to the requester that a written request is not mandatory and that the requester may decline to reveal the requester's identity or the intended use.
- (b)** Each record shall be submitted to the Law Department for review before being released.
- (c)** If any person chooses to obtain a copy of a public record the public office or person responsible for the public record may require that person to pay in advance the cost involved in providing the copy of the public record in accordance with the choice made by the person seeking the copy.
- (d)** The public office or the person responsible for the public record shall permit that person to choose to have the public record duplicated upon paper, upon the same medium upon which the public office or person responsible for the public record keeps it, or upon any other medium upon which the public office or person responsible for the public record determines that it reasonably can be duplicated as an integral part of the normal operations of the public office or person responsible for the public record. When the person seeking the copy makes a choice under this division, the public office or person responsible for the public record shall provide a copy of it in accordance with the choice made by the person seeking the copy, as long as it is practical to do so.
- (e)** Nothing in this section requires a public office or person responsible for the public record to allow the person seeking a copy of the public record to make the copies of the public record.
- (f)** Upon a public records request made, a public office or person responsible for public records shall transmit a copy of a public record to any person by United States mail or by any other means of delivery or transmission within a reasonable period of time after receiving the request for the copy. The public office or person responsible for the public record may require the person making the request to pay in advance 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 to pay in advance the costs incurred for other supplies used in the mailing, delivery, or transmission. The requester, in all instances, may personally appear to retrieve records.

- (g) Requests for electronic media records will be responded to in the file format in which it is maintained by the public office.

4.2 Delivery of Public Records Request:

- (a) Public records are to be available for inspection during the ~~regular-normal administrative posted business~~ hours, Monday through Friday, of the office they seek the records from.
- (b) Public records must be made available for inspection promptly, within a reasonable amount of time, ~~and at no cost.~~
- (c) Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

4.3 Public Records Request Limitations:

- ~~(a) The number of public records requests to be transmitted to one person or entity by United States mail is limited to ten (10) per month, unless the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. Commercial shall be narrowly construed and does not include reporting or gathering news, reporting or gathering information to assist citizen's oversight or understanding of the operation or activities of government, or nonprofit educational research.~~
- (ab) A public office or person responsible for public records is not required to permit a person who is incarcerated pursuant to a criminal conviction or a juvenile adjudication to inspect or obtain a copy of any public record concerning a criminal investigation or prosecution or concerning what would be a criminal investigation or prosecution if the subject of the investigation or prosecution were an adult, unless the request to inspect or to obtain a copy of the record is for the purpose of acquiring information that is subject to release as a public record under this section and the judge who imposed the sentence or made the adjudication with respect to the person, or the judge's successor in office, finds that the information sought in the public record is necessary to support what appears to be a justiciable claim of the person.
- (be) Changes are occasionally to the Public Records Act, O.R.C. 149.43, and to the case law interpreting the Act. If any conflict arises between this policy and the current Act or the latest case law, the current Act or latest case law shall apply.

4.4 Denial of a Records Request:

If a request is ultimately denied in part or in whole, the public office or the person responsible for the requested public record shall provide the requester with an explanation, including legal authority, setting forth why the request was denied. If the initial request was provided in writing, the explanation also shall be provided to the requester in writing. A redaction constitutes denial of a public records request.

5. SCHEDULE OF FEES (GENERAL):

5.1 Fees for copies shall be charged in accordance with ~~the ordinances~~ Ohio Revised Code Section 149.43 and adopted by ~~Council~~ the City's Records Commission which are on file in the Office of the Clerk of Council. Only the actual costs are allowed under the Public Records Act.

5.2 If an outside copying service is used to make copies, the requester will be required to pay the cost of the entire copying job, as billed by the copying service, and any other applicable costs.

5.3 In addition to any costs allowed by law, actual costs of postage and other supplies used in the compilation or mailing of any records request shall be assessed in accordance with current market prices.

~~5.4 The Fees for copies of public records shall be included in the City's Public Records Policy and Appendix A.~~

~~5.5 Certain fees are hereby established to reflect the actual costs of services rendered, as follows:~~

Copies of public records requests for letter or legal-size paper (each side)	\$0.10
Copies of public records requests for black and white ledger-size paper (each side)	\$0.15
Copies of public records requests for color ledger-size paper (each side)	\$0.25
Copies of public records requests for 24x36 (each side)	\$2.50
Copies of public records requests for color 28x40 (each side)	\$9.00
Copy of Zoning Map color ledger size	\$3.00
Copy of Zoning Map color 28x40 (each side)	\$16.00
Electronic (Email or Link Access)	No Fee
CD ROM	\$4.00
Fax	\$2.00
Flash Drive	\$5.00
United States Postal Mail	Market Price
Other Delivery by Mail	Market Price

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6. IMPROPER DISCLOSURE:

Improper disclosure of records which are privileged, confidential, or exempt under law may subject the person so disclosing such documents to prosecution under Ohio Revised Code Section 102.03(B) as well as other disciplinary action.

**(APPENDIX A)
REQUEST FOR PUBLIC RECORDS
PUBLIC CITIZENS REQUEST FORM**

Ohio Revised Code Section 149.43 (b) requires the City to provide records in a reasonable period of time. Depending on research, additional time may be afforded in order to complete the request. A public office or person responsible for public records may ask a requester to make the request in writing, may ask for the requester's identity, and may inquire about the intended use of the information requested, but may do so only after disclosing to the requester that a written request is not mandatory and that the requester may decline to reveal the requester's identity or the intended use and when a written request or disclosure of the identity or intended use would benefit the requester by enhancing the ability of the public office or person responsible for public records to identify, locate, or deliver the public records sought by the requester.

STATE YOUR REQUEST:	
DATE SUBMITTED:	
EXPECTED DELIVERY DATE:	
TYPE OF COPY NUMBER OF COPIES & NUMBER OF PAGES	**Please see cost list below
NAME OF REQUESTOR (optional):	
ADDRESS / EMAIL: (method of delivery)	
CONTACT PHONE NUMBER:	
PUBLIC OFFICE OR PERSON RESPONSIBLE FOR PUBLIC RECORDS REQUEST:	
DATE RECEIVED:	
DATE TRANSMITTED:	

COST LIST

PAPER	\$0.05 PER PAGE
ELECTRONIC (EMAIL)	
CD ROM (DIGITAL)	
FAX	NO FEE
ELECTRONIC FILES	NO FEE
UNITED STATES POSTAL MAIL	POSTAGE—CURRENT MARKET PRICE

Copies of public records requests for letter or legal-size paper (each side)	\$0.10
Copies of public records requests for black and white ledger-size paper (each side)	\$0.15
Copies of public records requests for color ledger-size paper (each side)	\$0.25
Copies of public records requests for 24x36 (each side)	\$2.50
Copies of public records requests for color 28x40 (each side)	\$9.00
Copy of Zoning Map color ledger size	\$3.00
Copy of Zoning Map color 28x40 (each side)	\$16.00
Electronic (Email or Link Access)	No Fee
CD ROM	\$4.00
Fax	\$2.00
Flash Drive	\$5.00
United States Postal Mail	Market Price
Other Delivery by Mail	Market Price
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