

New City Policies On Public Records Requests

Public records requests need not be in writing, however, if a public records request is made orally, then the person receiving the request will write down the request and read it back to the requesting party to make sure the request is accurate. The Requestor will be asked to sign the request, but there is no obligation on the Requestor to do so nor must the Requestor identify themselves or the intended use of the public records requested.

The person you make the request of may not have the authority to respond to the request. In any event public records requests will be responded to, as appropriate, in a reasonable amount of time given the nature of the request and the circumstances of the request. Request may require review by Legal Counsel.

Information may be exempt from public inspection and may require redaction.

If a request is made for copies of the public records being requested or inspected, the City of Trotwood will charge for the actual cost of copying, which is currently \$.10 per copy. Payment shall be made in advance when more than 100 copies are requested. There is no Charge for copy requests of less than 20 paper copies.

If the Requestor wants the information mailed, the Requestor shall provide all appropriate mailing information. The City of Trotwood will require the payment of postage in advance.

If the requested public records exist in more than one form or the Requestor asks for them to be provided or mailed in a different form than they exist, the Requestor may, at Requestor's cost, choose the form in which the public records shall be provided and the City shall meet said request if the duplication in the form requested can be reasonably made as an integral part of the normal operations of the City. The cost of the medium will be charged to Requestor at the City of Trotwood's cost.

Request for public records may be denied when request is ambiguous or overly broad or if the records cannot reasonably be identified. You may revise the request by requesting them in the manner in which records were maintained.

If your request is denied, the City of Trotwood will provide you with an explanation of why your request is denied. If your records request was in writing, the explanation the City of Trotwood provides you will be in writing.

If your request is denied because the City employee cannot understand the request, the employee will inform you of your right to revise your request. The employee will also explain the manner in which records are kept and accessed in the ordinary course of the City's operation.

A Requestor has no right to make his/her own copies.

For more information please contact Clerk of Council Lois Singleton at (937) 854-7212 or lsingleton@trotwood.org.