

PUBLIC RECORDS POLICY

- Openness leads to an informed public, which leads to better government and public safety. It is the mission and intent of the City of Moraine to fully comply with and abide by both the spirit and the letter of the Ohio Public Records Act (149.43).
- Any person may request to inspect or obtain copies of public records from the City by making a public records request. The requester must identify the records with sufficient clarity to allow the City to identify, retrieve and review the records. The requester does not have to provide a written request, their identity or the intended use of the requested public record(s).
- Public Records are available promptly for inspection weekdays (9:00 a.m. to 4:00 p.m.). The Records Custodian may accompany the requester during this inspection to ensure original records are not taken or altered.
- The City must provide copies of public records within a reasonable period. “Prompt” and “reasonable” take into account the volume and complexity of the request, the location where the records are stored, the necessity of legal review and redaction and other facts and circumstances of the records request. The City will respond promptly to all public requests with the requested records or some type of communication acknowledging receipt of the request.
- The Ohio Public Records Act does not require the City to create new records, compile data, do legal research, provide records in a format other than the existing format of the records or answer questions.
- If a request were for a record that is not reviewable or no longer available, an explanation as to why the record or information is not available or a legal explanation regarding why the record is exempt or parts redacted from a public records request would be provided.
- Copies of records are also available. Some costs may apply. Please refer to the records request price sheet for costs and available media types.
- Direct records requests to the Clerk of Council, in person, by email dwerbrich21@moraineoh.org or by phone (937) 535-1005 weekdays between 9:00 a.m. and 4:00 p.m. There is a large amount of information and public records on the City’s website at www.ci.moraine.oh.us.

**Reference – Ohio Public Records Act (149.43) or the Ohio Sunshine Law, which is available on the State Attorney General’s website.