



## **Cuyahoga Arts & Culture Public Records Policy**

Approved November 13, 2007- Effective November 13, 2007

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### **Policies and Procedures**

Cuyahoga Arts & Culture (CAC) is a regional arts and cultural district and a political subdivision of the state of Ohio established under the authority of Ohio Revised Code Chapter 3381 and resolutions adopted by the Cuyahoga County Commissioners. This policy is adopted by CAC as required by law to create a policy for responding to public records requests.

### **Public Records**

Records include the following: any document – paper, electronic, or other format – that is created or received by, or comes under the jurisdiction of, CAC that documents the organization, functions, policies, decisions, procedures, operations, or other activities of CAC. All records kept by CAC are public unless they are specifically exempt from disclosure by law.

### **Records Requests**

Any person may obtain access to CAC records. CAC asks that requests be made in writing, using the attached form. However, Ohio law does not require the requester to put a records request in writing, or provide their identity or the intended use of the requested public record.

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow CAC to identify, retrieve, and review the records. If it is not clear what records are being sought or if the request is overly broad, the request may be denied. In that event, CAC will provide the requester with an opportunity to revise the request by informing the requestor of the manner in which records are maintained by CAC and accessed in the ordinary course.

### **Accessibility of Records**

Public records are available for inspection during regular business hours. The regular business hours of CAC are from 8:30 a.m. to 4:30 p.m. Monday through Friday.

CAC's public records will be made available for inspection promptly. Copies of public records will be made available within a reasonable period of time. Payment for copies will be required in advance. "Prompt" and "reasonable" take into account, among other things: 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.

Any denial by CAC of public records requested will include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions will be redacted and the rest released. If there are redactions, each redaction will be accompanied by a supporting explanation, including legal authority.

**Costs for Copies of Public Records**

Those seeking copies of public records from CAC will be charged for the cost of making copies. The charges must be paid in advance. The charges for copies are as follows:

- 10 cents per copy made on standard size (8.5 x 11) white paper
- 15 cents per copy made on legal size (8.5 x 14) white paper
- \$1.00 for download of files or audio/visual materials to a CD-ROM

Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and the mailing supplies, and payment of that charge must be made in advance of the mailing.