

City of Geneva Open Records Policy



**44 NORTH FOREST STREET
GENEVA, OHIO 44041**

Phone: 440-466-4675

Fax: 440-466-5027

Website: www.genevaohio.com

- Public Records are any documents—electronic, email, or paper that relates to the business or activity of the office.
- If the records are readily available, they will be given out immediately.
- All records in this office are Public Records unless specifically exempted from disclosure under Federal Law or Ohio Revised Code.
- Records are available during regular business hours of Monday through Friday from 8:00 AM—5:00 PM.
- If the records need to be researched or reviewed, you will receive an explanation of the records in a reasonable time frame.
- There is a .01¢ per page charge for black and white copies. Color copies are .07¢ per page.
- A copy of the City's Public Records Policy is available for review upon request.