

# City of Geneva

## Open Records Policy



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- ◆ Public records are any documents, electronic, email, or paper that document the function, policies, procedure, operations or activities of the office.
- ◆ The City of Geneva is committed to ensuring your rights to promptly inspect, and/or receive copies, in a reasonable amount of time, public records maintained by our City.
- ◆ All records of the City of Geneva are considered public records unless specifically exempted from disclosure under Federal Law or Ohio Revised Code.
- ◆ To assist you, the City of Geneva has enacted Schedules of Record Retention and Disposition, and a Records Management Policy that are available for your review.
- ◆ Records are available for inspection or copying, Monday through Friday, during the regular business hours of each department. Please direct your public records inquiry to the department where the record is maintained.
- ◆ There is a one cent (\$.01) per sheet charge for black and white photocopies and a seven cent (\$.07) per sheet charge for color photocopies.