



CITY OF DUBLIN

**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 5.7
TO: All City of Dublin Employees
FROM: Timothy C. Hansley, City Manager
SUBJECT: Fee for Reproduction of City Documents
DATE: January 1, 1997
Supersedes and Replaces Administrative Order 5.7 dated 05/05/95 Regarding Same Subject.

I. INTRODUCTION & PURPOSE

The Ohio Public Record's Act (O.R.C. Section 149.43) requires that records identified as "public" under the Act be provided to the general public requesting such, at cost and within a reasonable period of time. O.R.C. Section 149.011 (G) defines records as "any document, device, or item, regardless of physical form or characteristic, created or received by or coming under the jurisdiction of any public office of the State or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office". This includes materials of all varieties (i.e. correspondence, memorandums, notes, reports, audio tapes and other recordings, motion pictures, photographs).

The purpose of this Administrative Order is to provide direction and guidance to City employees by establishing a formal written policy governing the provision of public records and the fees to be charged for copies of such records. Any questions regarding this Administrative Order should be directed to the Office of the City Manager.

II. POLICY

It is the policy of the City of Dublin to comply fully with the intent, spirit, and provisions of the Ohio Public Records Act (O.R.C. 149.43); however, it is also the City policy that requests for such records must be specific in nature (e.g. title of individual document, date of report/document, date and/or location of incident in question, name of individual involved in incident, etc.). No blanket requests (e.g.

“All police offense or accident reports for the past 6 months”) shall be honored. City employees involved in taking requests for records from the public should seek specific information concerning each request before responding to such a request. If the employee is uncomfortable with the nature of the request, he/she should reassure that member of the public that the City has every intention of complying with a proper request for public records, but should also respectfully ask that member of the public to put his/her request in writing in order that we may better serve his/her needs.

III. FEE SCHEDULE

The following fee schedule is established for the purpose of charging the general public reasonable fees for providing copies of City records. These fees are hereby established on the basis that said fees will partially offset the City’s direct and indirect costs associated with the reproduction of City records.

A. Special Records

1. Police Accident Reports & Related Photographs

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|----|--|-------------|
| a. | <u>Accident Reports</u>
(Double-sided copies are considered two pages.) | \$.25/page |
| b. | <u>Photographs</u> (Base Fee): | \$10.00 |
| | - Each Print: | \$ 1.00 |
| | - Postage: | actual cost |

Examples: The charge for a photograph would be \$11.00; the charge for a two-page Accident Report with two photographs mailed would be approximately \$14.50.

(These fees reflect the reproduction costs associated with providing copies of the above referenced records.)

2. Police Offense Reports & Associated Witness Statements

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|----|---|-------------|
| a. | <u>Offense Reports:</u>
(Double-sided copies are considered two pages.) | \$.25/page |
| b. | <u>Witness Statements:</u>
(Double-sided copies are considered two pages.) | \$.25/page |

(These fees reflect the costs associated with the duplication of the records.)

3. Video & Audio Cassette Tapes

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|----|--|---------|
| a. | <u>Video Tapes:</u>
(Tapes supplied by City) | \$20.00 |
| b. | <u>Audio Cassette Tapes:</u>
(Tapes supplied by City) | \$20.00 |

B. Routine/Miscellaneous Records:

Records in this category would include the ordinary, normal array of records (i.e. ordinances, resolutions, correspondence, reports, financial statements, etc.)

The fee for copies of such records is \$.25 per copy.

Double-sided copies are considered two pages. (This fee is reflective of the administrative cost associated with the cost of reproduction.)

IV. EFFECTIVE DATE:

This Administrative Order shall be effective immediately upon distribution.