

**BOARD OF PARK COMMISSIONERS OF THE
CLEVELAND METROPOLITAN PARK DISTRICT
POLICY STATEMENT**

SUBJECT: PROCESSING REQUESTS FOR PUBLIC RECORDS

EFFECTIVE DATE: October 22, 2026

- I. **PURPOSE:** To provide direction to all members of the Board of Park Commissioners of the Cleveland Metropolitan Park District ("Cleveland Metroparks") staff regarding how to process requests for public records and to strictly adhere to the Ohio Public Records Act.
- II. **DEFINITIONS:**
- A. "Public record" means a document kept by Cleveland Metroparks' office, with certain exemptions as defined in ORC §149.43, and is one that is:
1. Stored on a fixed medium (paper, electronic, or other format); and,
 2. Created, received by, or comes under the jurisdiction of Cleveland Metroparks' office; and
 3. That documents the organization, function, policies, decisions, procedures, operations or other activities of Cleveland Metroparks.
- B. "Requester" means the person or entity making the request for a public record from Cleveland Metroparks.
- III. **General Rules of Law:** All public records responsive to a public records request made pursuant to ORC §149.43 shall be promptly prepared or made available for inspection to any person at all reasonable times during regular business hours, with the exception of published holidays.
- A. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; the time required to retrieve, download, review, redact, and produce; and, the necessity for any legal advice regarding the records requested.
- B. Records will be organized and maintained so that they are readily available for inspection and copying.
- IV. **Receiving the Public Records Request:**
- A. Requests for public records may conveniently be made in the following methods:
1. On Cleveland Metroparks' website at: <https://www.clevelandmetroparks.com/about/cleveland-metroparks-organization/policies-procedures/public-records-requests>;
 2. In person, by phone or by mail:
 - a. **General Requests:** Legal Department, Staff Attorney, (216) 635-3200, 4101 Fulton Parkway, Cleveland, Ohio 44144
 - b. **Media Requests:** Marketing Department, Director of Communications, (216) 635-3200, 4101 Fulton Parkway, Cleveland, Ohio 44144
 - c. **Police Requests:** Police Department, Records Administrator, (440) 331-5530, 4600 Valley Pkwy, Fairview Park, OH 44126
- B. Each department will strive to acknowledge receipt of the request within two (2) business days.
- V. **Information from the Requester:** The Requester must identify the records requested with sufficient clarity to allow Cleveland Metroparks to identify, retrieve and review the records. The request must fairly and specifically describe what the requester is seeking. If it would benefit the Requester by enhancing Cleveland Metroparks' ability to identify, locate, or deliver the public records sought by the Requester and after informing the Requester that a written request is NOT mandatory and that the Requester may **DECLINE** to reveal the Requester's identity or the intended use, the Chief Legal & Ethics Officer, or designee, may ask the Requester:
- A. To make the request in writing;
 - B. For the Requester's identity; and
 - C. To state the intended use of the information requested.

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- Page 2 of 4

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- a. "Actual cost," with respect to video records only, means all costs incurred by Cleveland Metroparks in reviewing, blurring or otherwise obscuring, redacting, uploading, or producing the video records, including but not limited to the storage medium on which the record is produced, staff time, and any other relevant overhead necessary to comply with the request.
- b. Requester shall pay the estimated actual cost before Cleveland Metroparks commences the process of preparing a video record for inspection or production.
- c. Cleveland Metroparks shall provide the Requester with the estimated actual cost within five (5) business days of receipt of the public records request. If the actual cost exceeds the estimated actual cost, Cleveland Metroparks may charge a Requester for the difference upon fulfilling a request for video records if the Requester is notified in advance that the actual cost may be up to twenty percent (20%) higher than the estimated actual cost.
 - i. Cleveland Metroparks shall not charge a Requester a difference that exceeds twenty percent (20%) of the estimated actual cost.

6. There is no charge if copy costs total less than \$1.00.

7. There is no charge for documents that are e-mailed, except video records that are provided via an e-mail link.

C. **Acknowledgment of payment:** Payments received shall immediately be forwarded to Cleveland Metroparks' Finance Department with a copy of the invoice indicating the nature and amount of funds received. If the Requester tenders cash, a receipt shall be immediately issued by Cleveland Metroparks to the Requester at the time the cash is tendered and prior to the tendering of the record.

IX. **Request to Review Cleveland Metroparks Personnel File:** Any request made to review a current Cleveland Metroparks personnel file, or to obtain copies of records contained in a Cleveland Metroparks personnel file, shall be processed according to this Policy. The Legal Department will notify Cleveland Metroparks staff person whose file has been the subject of a public record request.

X. **Policy Not to Interfere with Regular Business Operations:** For the purposes of this Policy, documents and records which are normally exchanged on a regular basis in a normal course of business with Cleveland Metroparks' contractors, constituents and those engaged in a business relationship with Cleveland Metroparks are NOT required to be exchanged pursuant to the processes of this Policy. However, duplication costs may be applicable as determined by Cleveland Metroparks Chief Financial Officer.

XI. **Inclusion and Display of Policy:** This Policy must be included in Cleveland Metroparks Employee Handbook and must be displayed in a poster format in Cleveland Metroparks' Administrative office.

XII. **Failure to Respond to a Public Records Request:** Cleveland Metroparks recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, Cleveland Metroparks' failure to comply with a request may result in a court ordering Cleveland Metroparks to comply with the law and to pay the Requester's attorney's fees and damages.

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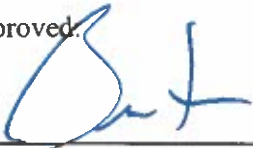
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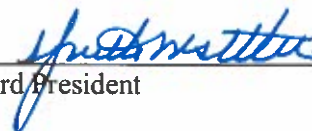
REFERENCE: Ohio Revised Code § 149.43, Ohio Attorney General's Office Sunshine Law Manual

Replaces and supercedes: Processing Requests for Public Records, March 22, 2025.

Approved:



Chief Executive Officer - Secretary

 *(Yvette M. I Hu for Bruce G. Rink)*

Board President

10/22/26

Approval Date

October 2031

Review Date