

City of Willoughby  
Public Records Commission Agenda May 25, 2010 9:00 A.M.

Approval of the October 27, 2009 minutes

Training Updates

Loretta Radabaugh

Legal Reviews

Ohio Attorney General Richard Cordray – SpeakOutOhio Blogs

Frequently asked questions – February 23, 2010

E-mail retention questions

Public Records and “the right to privacy”

Statutory Damages – A remedy for Public records act violations

Exemption of security and infrastructure records

Records Disposal

1. Application for One-Time Disposal of Obsolete Records (RC-1)
2. Updated Record Retention Schedules (RC-2)
3. Certificate of Records Disposal (RC-3)

Old Business from October 27, 2009 meeting

Refusal or inability to pay for copies – Ohio Sunshine Laws 2010 Resource Manual

***R.C. 149.43 (B)(6)(7)***

The public office may charge the requester the actual cost of copies made, and may require payment of copying cost in advance.

The public office may require prepayment of postage or other delivery cost, and the cost of supplies used in mailing, delivery or transmission.

***State ex rel. Call v. Fragale***

There is no obligation to provide free copies to someone who indicates an inability or unwillingness to pay for request records. (see handout)

New Business

Next Meeting

Must meet at least once every 6 months – Tuesday November 23, 2010