

CITY OF PEPPER PIKE

NOTICE OF PUBLIC RECORDS POLICY

The City of Pepper Pike has adopted a Public Records Policy making public records available upon request and within a reasonable period of time. It is the policy of the City of Pepper Pike to strictly adhere to the state's Public Records Act. The City of Pepper Pike, in accordance with the Ohio Revised Code, defines records as records kept by any City office. All exemptions to public disclosure are governed by Ohio and Federal law and any denial or redaction public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing.

The City will receive public records requests in person at the various departments between 8:00 a.m. and 4:00 p.m., Monday through Friday, except legal holidays, at 28000 Shaker Blvd., Pepper Pike, OH 44124. The City will always receive the public records request through the U.S. Mail System. Requests can also be made through email at the various emails listed on our website at www.pepperpike.org .