

**PUBLIC RECORDS POLICY
OF THE
CITY OF PARMA HEIGHTS**

- **Records are any documents that document the organization, functions, policies, decisions, procedures and operations of the office, subject to certain exemptions under state and federal law.**
- **Records are available for inspection Monday through Friday from 9:00 a.m. to 4:00 p.m. Copies of such records are available upon request. The cost for copies varies based upon the format requested.**
- **We will permit prompt inspection of public records and provide copies of such records within a reasonable period of time. If the requested records need to be researched, retrieved, assembled, or reviewed prior to release, we will let you know approximately how long it will take.**
- **Public record requests should be directed to Kathy Walsh at (440) 884-9600 Ext. 29.**
- **A copy of the complete Public Records Policy for this office can be obtained from either the Clerk of Council or the Law Department Secretary.**