



# PUBLIC RECORDS POLICY

## CUYAHOGA COUNTY COUNCIL

### CUYAHOGA COUNTY COUNCIL PUBLIC RECORDS MANAGER

Jeanne M. Schmotzer, CMC  
Clerk of Council  
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- Public records include any document, device, or item, regardless of physical form or characteristic, including electronic records, created or received by or coming under the jurisdiction of any public office, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office, subject to certain exemptions under state and federal law.
- Records are available for inspection Monday through Friday from 8:30 a.m. to 4:30 p.m. Copies of such records are available upon request.
- The cost for paper copies is \$.03 per page, but waived when the total cost of copying is less than \$1.00. There is no charge for electronic copies provided via email, facsimile or other electronic transmission. The charge for electronic copies provided on CD, USB flash drive or other data storage device is \$1.00 per gigabyte.
- 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 records requests should be directed to the Clerk of Council at (216) 698-2020.
- A copy of the complete Public Records Policy for this office can be obtained from the Clerk of Council or it can be downloaded from the Council's website by clicking on the Cuyahoga County Code, Title 1, Chapter 106.