



Public Records Notice



- ◆ Public records are any documents, electronic, email or paper, that document the function, policies, procedure, operations or activities of the office.
- ◆ The City of Ashtabula is committed to ensuring your rights to promptly inspect, and/or receive copies, in a reasonable amount of time the public records maintained by our City.
- ◆ To assist you, the City of Ashtabula has enacted Schedules of Record Retention and Disposition, and a Records Management Policy that are available for your review.
- ◆ Records are available for inspection or copying, Monday through Friday, during the regular business hours of each department. Please direct your public records inquiry to the department where public records are maintained.
- ◆ For the first through twenty-fifth photocopy, there will be no charge. For twenty-six or more photocopies, there is a five cent (\$.05) per sheet charge.