

Records Request Policy

All public records maintained by the City of Milford shall be prepared within a reasonable time and made available for inspection to any person during regular business hours: 8:30 a.m. to 4:30 p.m. Monday through Friday except holidays.

We ask but do not require that all record requests be in writing and submitted to the Administration Office at 745 Center Street, Milford, Ohio.

We follow Section 149.43 (A) (1) of the Ohio Revised Code when defining exception to what is not a public record.

A staff member must be present when a record is inspected. Only authorized city personnel will make copies of requested records.

If copies of documents are requested, there is no charge for the first ten (10) copies. A charge of ten (10) cents per copy is assessed for the 11th and subsequent black and white copies. A charge of twenty (20) cents per copy will be charged for all color copies. A charge of five (5) dollars per disk will be charged for all.

Mailing costs are assessed at actual cost.

Legal authority will accompany refusals or redactions.

Overly broad or ambiguous requests may be denied requesting a revised more specific request.

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