



# City of Oakwood Public Records Policy

The City of Oakwood acknowledges that it maintains many records that are used in the administration and operation of the city. The records maintained by the City of Oakwood and the ability to access them are a means to provide trust between the public and the city. The City of Oakwood maintains its records in a manner which allows for prompt inspection of the public records and copies of these records within a reasonable amount of time during its regular business hours from 8:00 a.m. to 5:00 p.m.

We do not charge for 1-24 pages of a public record. We charge five cents per copy for page 25 and above. The cost for copies of other records (CD, maps, etc) will be the actual cost of duplicating the record.

The City of Oakwood has a public records policy and a Schedule of Records Retention (RC-2). Please inquire at any of our public offices for information on how to obtain a copy of this document and they will provide you with a copy upon request.