

**Cuyahoga County Agency of Inspector General
(AIG)
Procedure**

Procedure Name: Public Records Request

Original Effective Date: 7/11/2023

Revision Date(s): N/A

Approved By: Alexandra Beeler, Inspector General

- A. The AIG receives public records requests (“PRR”) through e-mail to InspectorGeneral@cuyahogacounty.us, phone call to (216) 698-2101, in-person or other written communication, or direct request to a member of the AIG staff.
- B. If someone other than the Case Research Analyst (“CRA”) receives the PRR, they immediately notify the CRA so that the CRA can enter it into the Case Management and Tracking System (“CMTS”) as a PRR matter.
- C. The CRA creates a PRR matter in CMTS and the CRA is assigned to the matter unless otherwise instructed by the Inspector General (“IG”) or First Assistant Deputy Inspector General (“FA”).
- D. A preliminary review is conducted to determine whether the matter may be outstanding with any other investigatory and/or law enforcement agency with jurisdiction over the matter. If it is, the requester is notified that the request cannot be fulfilled until the outside matter is concluded.
- E. Either the IG or FA reviews the request. The IG or FA determines, with aid of the Ohio Attorney General’s Sunshine Law Manual, if the information requested constitutes a public record.
 1. If the information requested is not a public record or is otherwise properly withheld from release, the IG or FA approves a response to the requestor to deny the request, and includes appropriate follow-up steps as necessary. The CMTS matter is then closed.
 2. If the information requested is a public record, but subject to redaction, the IG or FA reviews the records and approves the redaction of any information that should not be disseminated in response to the PRR. When the response has been properly redacted, including any appropriate citations, the IG or FA approves the response

to the requestor with the redacted response and an explanation of the redactions. The CMTS matter is then closed.

3. If the information requested is a public record and no redactions are required, the IG or FA approves the response to the requestor. The CMTS matter is then closed.
- F. PRRs are a priority. Accordingly, the AIG will make every reasonable effort to provide a timely response.

See: Policy Document – Public Records Request