

**Village of Mantua, Ohio**  
**ORDINANCE 2025-09**

**AN ORDINANCE AMENDING CHAPTER 105, PUBLIC RECORDS POLICY AND  
ESTABLISHING A FEE FOR PREPARING POLICE DEPARTMENT VIDEO  
RECORDS IN RESPONSE TO PUBLIC RECORDS REQUESTS**

**WHEREAS**, the Village of Mantua is a public office as defined by R.C. 149.011 and is subject to Ohio's Public Records Act within R.C. 149.43 generally; and

**WHEREAS**, a "Record" is defined by the Ohio Revised Code and generally includes any item that is kept by a public office that: (1) is stored on a fixed medium; (2) is created, received, or sent under the jurisdiction of a public office; and (3) documents the organization, functions, policies, decisions, procedures, operations, or other activities of the public office; and

**WHEREAS**, the Village of Mantua currently has a Public Records Policy which imposes certain costs including but not limited to costs associated with the preparation of copies of records and costs incurred with mailing records to requesters; and

**WHEREAS**, R.C. 149.43 has been amended, with an effective date of April 9, 2025, to allow a local law enforcement agency to charge a fee to a requester of a public record's request the actual cost associated with preparing a video record for inspection or production, not to exceed seventy-five dollars per hour of video produced, and not to exceed seven hundred fifty dollars total; and

**WHEREAS**, amending Chapter 105 and creating Chapter 105.07 is consistent with O.R.C. 149.43.

**NOW THEREFORE, BE IT RESOLVED** by the Council of the Village of Mantua, two-thirds or more of the members elected thereto concurring that:

**SECTION 1.** The Village of Mantua Public Records Policy Chapter 105 is hereby amended as follows:

105.07 Law Enforcement Video Record Fee

- (a) The Police Department shall charge a requester a fee for the actual cost associated with preparing a video record for inspection or production, at a rate of seventy-five dollars per hour of video record produced and not to exceed seven hundred fifty dollars total.
- (b) The Police Department shall provide to the requester of the video record an estimated actual cost within five business days of receipt of the request.
- (c) The requester shall pay the estimated actual cost before the Police Department begins the process of preparing a video record for inspection or production and the obligation to produce the video record does not begin until the estimated actual cost is paid in full by the requester.

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(d) If the actual cost exceeds the estimated actual cost, the Police Department may charge a requester for the difference upon fulfilling a request for video records and the Police Department shall notify the requester in advance that the actual cost may be up to 20% higher than the estimated actual cost. The Police Department shall not charge a requester a difference that exceeds 20% of the estimated actual cost.

**SECTION 2.** The foregoing amendments to the Village of Mantua Public Records Policy shall take effect on April 9, 2025, in accordance with R.C. 149.43.

**SECTION 3.** It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees that resulted in such formal actions were adopted in meetings open to the public, in compliance with Section 121.22 of the Ohio Revised Code.

**PASSED** on this \_\_\_\_ day of March, 2025.

ATTEST:

\_\_\_\_\_  
Tammy Meyer, Mayor

\_\_\_\_\_  
Maryann Fabian, Fiscal Officer

I hereby certify the above Ordinance was duly posted as required pursuant to Mantua Village Codified Ordinances Section 123.01 for no less than two consecutive weeks, beginning on the \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Maryann Fabian, Fiscal Officer

Approved as to legal form:

\_\_\_\_\_  
William D. Mason, Solicitor