**Public Records Policy**

* The Ohio Sunshine Laws manual is available through the Ohio Attorney General’s office at [www.ohioattorneygeneral.gov](http://www.ohioattorneygeneral.gov)
* Copying and mailing cost is 25 cents per paper page, electronic files to a compact disk is $5.00 per disk.
* A request may be denied if it is overly broad.
* Available records are subject to the District’s records retention schedules. Current schedules are available at the Clearview Board Office, 4700 Broadway, Lorain, OH 44052-5542, a location readily available to the public as required by Ohio Revised Code Section 149.43(B)(2).
* A copy of the complete Public Records Policy is available below.