



**MEMORANDUM**

**Date:** February 4, 2022  
**To:** All City of Canton Public Records Custodians  
**From:** John Highman, Director of Public Service/Records Commission Secretary  
**RE:** Public Records Policy Receipt Confirmation

Ohio Revised Code Section 149.43(E)(2) requires that a public entity's public records policy be distributed to all public records custodians. It also requires that all public records custodians acknowledge receipt of the policy. This is checked on an annual basis by our State auditors. As you know, the City of Canton public records policy is Chapter 110 of the Canton Codified Ordinances. It is attached to this memo.

In order to comply with the above stated requirement of "acknowledgement," please sign and return this memo to me by **Friday, February 18, 2022** in order to document that you are in receipt of the policy. If you have any questions or concerns about this, please do not hesitate to contact me at [john.highman@cantonohio.gov](mailto:john.highman@cantonohio.gov) or extension 4305.

Thank you for your assistance with this matter.

Michele M. Foster

Signature of Records Custodian

02/16/2022

Date

MICHELE M. FOSTER

Name Printed

POLICE-CRIME LAB

Office/Department