



ROSS TOWNSHIP RECORDS REQUEST FORM

Appendix A of the Public Records Request and Retention Policy
Effective - August 5, 2010

****COMPLETION OF THIS FORM IS NOT REQUIRED BY LAW**

A written request is not required under Ohio law or the Township's Public Records Policy and anyone making a public records request may decline to reveal their identity or the intended use of such record. However, we believe the completion of this form will enhance the township's ability to identify, locate and deliver the proper records requested.

A Public Record is any item that:

- (1) contains information stored on a fixed medium (such as paper, computer, film, etc.);
- (2) is created, received or sent under the jurisdiction of a public office; and
- (3) documents the organization, function, policies, decisions, procedures, operations or other activities of the office.

**Requestors Name: _____

**Mailing Address: _____

**Phone Number: _____ **E-mail Address: _____

Preferred Delivery: Pick-up U.S. Mail E-mail On Site Inspection
(check one)

Description of records being requested (Be as specific as possible including dates, department, occurrence, etc).

Date of Request: _____

Cost for all public record requests is ten cents (\$.10) per page or one dollar (\$1.00) per disc, plus the actual cost for postage and supplies, if mailed.

Under applicable law, certain information or documentation is excluded from the definition of Public Record and may be required to be excluded or redacted from a Public Records Request. The attachment to this form summarizes the most common exclusions but is not intended to be all-inclusive.

Completion Date: _____ Notification To: _____

Received By: _____ Request Cost: _____

ORC Sections Defining the Legal Requirements for Record Release

Information that may be excluded or redacted from a Public Records Request includes (but is not limited to) the following:

Medical Records:

- ORC 149.43(A)(1)(a)
- Defined ORC 149.43(A)(3)
- FMLA – 29 CFR 825.500(g)
- ADA – 29 CFR 1630.14(c)(1)
- HIPPA – Protected health information – Pub. L 104-191, 45 CFR § 160 and § 164

Trial Preparation Records:

- ORC 149.43(A)(1)(g)
- Defined ORC 149.43(A)(4)

Attorney Client Privileged Information:

- ORC 2317.02; Ohio Rules of Professional Conduct; Nix v. City of Cleveland, 83 Ohio ST. 3d 379 (1998)

Confidential Law Enforcement Investigatory Records:

- ORC 149.43(A)(1)(h)
- Defined ORC 149.43(A)(2)
- Incarcerated person request - ORC 149.43(B)(8)
- Criminal background information on LEEDS/CCH/NCIC – 42 USC §3789(g)

Peace Officer, Firefighter or EMT Residential and Familial Information:

- ORC 149.43(A)(1)(p), 2921.24(a)
- Defined ORC 149.43(A)(7)
- Journalist exception – ORC 149.43(B)(9)

Minors:

- Recreational Activities – ORC 149.43(A)(1)(c)
- Defined ORC 149.43(A)(8)
- Child Fatality Review Board – ORC 149.43(A)(1)(s)
- Parental Notification-Bypass-Abortion – ORC 2151.85, 149.43(A)(1)(c); 2919.121(c)
- Adoption – ORC 3705.12, 3107.42(A); 3107.52(A); 149.43(A)(1)(d),(f)
- Youth Services – ORC 149.43(A)(1)(1), 5139.05
- Protective Orders – ORC 2151.141(b)(2)
- Sealed or Expunged Records – ORC 2151.358(e),(f),(g)
- Child Abuse Reports – ORC 2151.421(H)

Records Prohibited to be Released by State or Federal Law – ORC 149.43(A)(1)(v)

- Social Security Numbers – 5 USC 522(a)
- Department of Health – ORC 149.43(A)(1)(x), 3701.02
- Concealed Weapons Records – ORC 2923.129(B)(1)
- Probation or Parole Proceedings – ORC 149.43(A)(1)(b)
- Mediation – ORC 149.43(A)(1)(i), 2710.03, 2317.023
- Civil Rights – ORC 149.43(A)(1)(i), 4112.05
- DNA Records – ORC 149.43(A)(1)(j), 109.573
- Executive Session – ORC 121.22(G), 102.03(B)
- New Hire Reports – ORC 3121.899(a)
- Sealed Records - ORC 2953.52,53
- Competitive Bidding Financial Records – ORC 9.312(A)

Redaction:

- Defined ORC 149.43(A)(11)
- Duties, Notice – ORC 149.43(B)(1); 149.43 (B)(3)
- NOTE: If information is excluded or redacted, the requestor must be notified and a citation to a current code or authority must be provided.

Security and Infrastructure Records – ORC 149.433

Other: _____
