

**CITY OF TIPP CITY, OHIO**  
**ADMINISTRATIVE POLICIES, PROCEDURES AND REGULATIONS**

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**ADMINISTRATIVE**

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**SECTION:** ADMINISTRATIVE

**TITLE:** **REQUEST FOR PUBLIC RECORDS**

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**CITY OF TIPP CITY**

**PUBLIC RECORDS POLICY**

**I PURPOSE**

The purposes of this Public Records Policy (the "Policy") are:

A. To ensure compliance with the requirements of the Ohio Public Records Act (the Act), R.C. 149.43 et seq., on the part of the City of Tipp City (the "City"); its departments, divisions, and offices; its elected and unelected officials; and, its employees, and;

B. To establish consistent procedures for efficient processing of public records requests and to establish fees to be levied by the City to cover the cost of responding to public records requests in accordance with the Act.

The City will construe all exemptions from the requirements of the Act in their narrowest sense. Any denial of production of public records in response to a valid request will be accompanied by an explanation, including legal authority, as required by the Ohio Revised Code. If the request for production is made in writing, the denial and accompanying explanation will also be in writing.

**I DEFINITIONS**

A. The term "archive" includes any public record that is transferred to the state archives or other designated archival institutions because of the historical information contained on it.

B. The term “color of office” refers to any act purported or alleged to be done under any law, ordinance, resolution, order, or other pretension to official right, power, or authority.

C. “Elected official” means a person elected to a local or statewide public office. The term does not include the chief justice or a justice of the supreme court, a judge of a court of appeals, court of common pleas, municipal court, or county court, or a clerk of any of those courts.

D. “Electronic” means technology which has electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.

E. “Electronic record” means a record created, generated, sent, communicated, received, or stored by electronic means.

F. “Personal information” means an individual's social security number; an individual's federal tax identification number; an individual's driver's license number or state identification number, or; an individual's checking account number, savings account number, or credit card number.

G. “Public money” means all money received or collected by, or due to, a public official, whether in accordance with, or under authority of, any law, ordinance, resolution, or order, under color of office, or otherwise. This term also includes any money collected by any individual on behalf of a public office or as a purported representative or agent of a public office.

H. “Public office” means any state agency, public institution, political subdivision, or other organized body, office, agency, institution, or entity established by the laws of this state for the exercise of any function of government.

I. “Public official” means all officers, employees, or duly authorized representatives or agents of a public office.

J. “Public record” means a record kept by the City, as the term “record” is defined in § II.M, *infra*, that serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the City, and which is not exempted from the requirements of the Act that it be made available for inspection or production.

K. The term “state agency” includes every department, bureau, board, commission, office, or other organized body established by the constitution and laws of this state for the exercise of any function of state government, including any state-supported institution of higher education, the general assembly, any legislative agency, any court or judicial agency, or any political subdivision or agency of a political subdivision.

L. "Redact" means to obscure or to delete any information that is exempt from the duty to permit public inspection or copying from an item that otherwise meets the definition of the term "record." Examples of redaction are the blacking, whiting, or cutting out of portions of a document.

M. The term "record" includes any document, device, or item, regardless of its physical form or characteristics (including an electronic record as defined in § II.E, supra), created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

N. "Truncate" means to redact all but the last four digits of an individual's social security number.

### III. PUBLIC RECORDS COMMISSION

A. The City will organize a Public Records Commission (the "Commission") that will be composed of the City Manager or the City Manager's appointed representative (who will serve as Chair of the Commission), the Finance Director, the Law Director, and a citizen appointed by the chief executive. Further, the Commission will appoint a secretary, who may or may not be a member of the Commission and who shall serve at the pleasure of the Commission. The Commission may employ an archivist or custodian of records to serve under its direction.

B. The Commission will meet at least once every six months, as well as upon call of the Chair.

C. The Commission will provide rules and schedules for retention and disposal of public records, and it will review applications for one-time disposal of obsolete records, and schedules of records retention and disposition, submitted by departments, divisions, offices, elected and unelected officials, and employees of the City. The Commission may at any time review any schedule it has previously approved and for good cause shown may revise that schedule.

D. When the Commission has approved any schedule of records retention and disposition, it will send the schedule to the Ohio Historical Society to obtain the Society's review and approval. Likewise, when the Commission has approved an application for one-time disposal of obsolete records, it will send the application to the Ohio Historical Society to obtain the Society's review and approval.

E. Before public records are to be destroyed, the Commission will inform the Ohio Historical Society of such disposal through the submission of a certificate of records disposal and will give the Society the opportunity for a period of fifteen business days to select for the Society's custody those public records that the Society considers to be of continuing historical value.

#### IV. CREATION, ORGANIZATION, AND MAINTENANCE OF PUBLIC RECORDS

##### A. Creation

1. The head of each of the City's departments, divisions, and offices; its elected and unelected officials; and, its employees will make only those records that are necessary for the adequate and proper documentation of the City's organization, functions, policies, decisions, procedures, and essential transactions; and, for the protection of the legal and financial rights of the City and those directly affected by the City's activities.

2. Each of the City's departments, divisions, and offices (or the person designated to be the custodian of public records) shall maintain a database or a list which includes the name and date of birth of all public officials and employees elected to or employed by that department, division, or office. The database or list is a public record and will be made available in response to a valid request made pursuant to the Act.

3. All records created or maintained by the City are public records unless they are specifically exempt from disclosure under the Ohio Revised Code.

##### B. Organization

1. As required by law, the City and its individual departments will organize and maintain its records so that they are readily available for inspection and copying.

2. The City does not maintain a centralized record keeping system. Each of the City's individual departments maintains and has custody of records and information relating to the responsibilities and work performed by the particular department.

3. Each of the City's departments, divisions, and offices will regularly update its record retention schedules, and will post the schedules prominently at a location such that they will be readily available to the public.

4. Record retention schedules will be created by the Commission, or may be submitted for the approval of the Commission. Any such schedule not created by the Commission will become effective only upon its approval by the Commission.

##### C. Maintenance and Destruction

1. Documents in electronic mail format (i.e. "e-mail") transmitted or received by a department, division, office, elected or unelected official, or employee of the City are public records when the content of such documents relates to City

business. E-mail will be treated in the same fashion, and will be retained according to the same retention schedules, as records in other formats.

2. Records in private e-mail accounts of public officials, when such accounts are used to conduct public business, are subject to disclosure. All employees or representatives of the City must retain any e-mails which relate to public business and copy them to their business e-mail accounts or to the City's designated custodian of public records.

3. Each department, division, or office of the City, or its designated custodian of public records, will treat e-mail documents submitted from private accounts as public records of that department, division, or office. These e-mails will be filed in the appropriate way, retained according to established schedules, and made available for inspection and copying in accordance with the Act.

4. All public records are the property of the City and will not be removed, destroyed, mutilated, transferred, or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules and schedules adopted by the Commission.

## V. REQUESTS FOR PRODUCTION OF PUBLIC RECORDS

### A. Evaluation of Requests for Public Records

Each request for production of public records will be evaluated for a response using the following guidelines:

1. Identification of public records requested: Although no specific language is required to make a request, the party making a request must at least identify the records requested with sufficient clarity to allow for the identification, retrieval, and review of the records. If a request does not make clear which records are being sought, the department, division, office, elected or unelected official, or employee (or the designated custodian of public records) must contact the party for clarification, and should assist the party in revising the request by informing the party of the manner in which the office keeps its records.

2. Method of request: A party making a request for production of public records is not required to make the request in writing. Requests may be made orally or in writing, in person, through the mail, via e-mail, or over the telephone. The request, however, should contain a reasonable description of the desired records in order to expedite processing of the request.

3. Although it cannot be required of a party making a request, all those who make requests should be encouraged to put their requests in writing. This will assist City personnel in clarifying the exact scope of the request. The attached "Public Records Request Form" should be used for this purpose.

4. Each of the City's individual departments shall designate a person or persons who will be responsible for responding to requests for records and coordinating the response with other City departments, when appropriate. The designated person or persons shall also, to the extent reasonably practicable, assist the public in making focused and effective requests for records and information. In order to accomplish this task the designated person or persons shall:

a. Assist members of the public with the identification of records and information that is responsive to a request, or the purpose of the request, if known, and;

b. Describe the information technology and physical location in which the records exist, and;

c. If a request for production is denied, provide suggestions for overcoming the basis for which the request was denied.

5. Identity of a party making a request: A party making a request for production of public records is not required to provide the party's identity or to indicate the intended use of the requested public records. The general policy of the City is that such information is not to be requested.

6 A department, division, office, elected or unelected official, or employee (or the designated custodian of public records) of the City may ask a party requesting production of public records to make a request in writing, to provide the party's identity, or to disclose the intended use of the information requested only after disclosing to the party (as applicable):

a. That a written request is not mandatory, that the party may decline to reveal the party's identity, and that the party may decline to reveal the intended use of the records, and;

b. When a written request or disclosure of the identity or intended use would benefit the party by enhancing the City's ability to identify, locate, or deliver the public records sought.

#### B Availability of Public Records for Inspection and Production of Copies

1 Records available for inspection and copying include any record containing information relating to the conduct of the public's business that is prepared, owned, used, or retained by the City, regardless of its physical form and characteristics. Such records are "public records" for the purposes of this Policy. The records do not have to be written but may be in another format that contains information, such as a computer disc or a video or audio recording.

2. Each of the City's departments, with the assistance of the Law Director, shall establish procedures to be followed when making its records available for public inspection consistent with the provisions set forth in this Policy, as well as in Attachment "A" to this Policy. If any question exists as to whether any record, or portion of any record, is exempt from disclosure, it is the responsibility of the head of the department, or his or her designee, to contact the Law Director for advice.

3. Public records will be made available for inspection during regular business hours (8:00 a.m. to 5:00 p.m.) on regular business days. Additionally, Public records maintained and kept by the Tipp City Police Department will also be made available for inspection on Saturdays and Sundays, beginning at 8:00 a.m. and ending at 12:00 a.m. Otherwise, requests for inspection of public records requests will not be accommodated on weekends or holidays.

4. Public records will be made available for inspection promptly, taking into account the volume of records requested, the proximity of the location in which the records are stored, and the necessity for any legal review of the records requested.

5. Copies of public records will be made available within a reasonable period of time, taking into account the volume of records requested, the proximity of the location in which the records are stored, and the necessity for any legal review of the records requested. If additional time is required, City personnel may request additional time to comply with a request.

6. Under no circumstances will a party who makes a request for production of public records be permitted to make the copies himself or herself.

7. If a party making a request for production of public records makes an ambiguous or overly broad request, or has difficulty in making a request for copies or inspection of public records, such that the subject of the request cannot reasonably be identified, the request may be denied.

Further, if the request is directed to records or documents that do not exist at the time the request is made, the City is not obligated to create a document in order to respond to the request.

8. If a request for production of public records is denied for these reasons, the party making the request must be afforded an opportunity to revise the request. In that event, the party making the request will be provided with a description of the manner in which records are maintained and accessed in the ordinary course of business.

9. If any party chooses to obtain a copy of a public record, the City may require that the party pay in advance the cost associated with providing the copy of the public record, based upon the medium in which the party asks that the copy be provided. The party may request that the copy be provided on: (1) paper; (2) in the

same medium in which the record is maintained by the City, or; (3) in any other medium in which the City determines that the record reasonably can be duplicated as an integral part of the normal operations of the office or person responsible for the record. The City will provide a copy of the record in accordance with the choice made by the party seeking the copy.

10. Any portion of a record that is exempted by law from disclosure, if reasonably segregable from the whole record, will be deleted from the copy of the record that is provided to the party who requested it.

11. When a public record contains information that is not within the definition of a public record, the designated person or persons responsible for responding to the request for that record (see § V.A.4, *supra*) will make available that portion of the public record that does meet the definition of the term public record. The designated person or persons shall make a copy of the public record, perform the redaction, and then make a copy of the redacted copy available to the party who made the request. The party who made the request will not be charged for the initial copy (i.e. the copy used to produce the redacted copy). If practical, the initial copy will be retained by the designated person or persons.

12. The City will transmit requested copies of public records to the party who requested the copies by United States mail, or by any other means of delivery or transmission within a reasonable time after receiving the request for the copy. The City may require the party making the request to pay the cost of postage, shipping, delivery, or transmission in advance, as well as costs incurred for supplies used in the mailing, delivery, or transmission.

13. Each of the City's departments, divisions, offices, elected or unelected officials, or employees (or the designated custodian of public records) may adopt policies and procedures that it will follow in transmitting, within a reasonable time after receiving a request, copies of public records by United States mail or by any other means of delivery or transmission.

14. Under any such policy, the number of records to be transmitted by United States mail may be limited to 10 per month, unless a party certifies in writing that the party does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. The term "commercial" is to be narrowly construed and does not include reporting or gathering news, reporting or gathering information to assist citizen oversight or understanding of the operation or activities of government, or nonprofit educational research.

15. The City is not required to permit a person who is incarcerated pursuant to a criminal conviction or a juvenile adjudication to inspect or to obtain a copy of any public record concerning a criminal investigation or prosecution, or concerning what would be a criminal investigation or prosecution if the subject of the investigation or prosecution were an adult, unless the request to inspect or to obtain a copy of the

record is for the purpose of acquiring information that is subject to release as a public record under this Policy and the judge who imposed the sentence or made the adjudication with respect to the person, or the judge's successor in office, finds that the information sought in the public record is necessary to support what appears to be a justiciable claim of the person.

16. Upon written request made and signed by a journalist on or after December 16, 1999, the City will disclose to the journalist the address of the actual personal residence of any individual specified in the request and employed by the City as any of the following: peace officer, parole officer, prosecuting attorney, assistant prosecuting attorney, correctional employee, youth services employee, firefighter, or emergency medical technician. The request must include the journalist's name and title, the name and address of the journalist's employer, and it further must state that disclosure of the information sought would be in the public interest. As used here, the term "journalist" means a person engaged in, connected with, or employed by any news medium, including a newspaper, magazine, press association, news agency, or wire service, a radio or television station, or a similar medium, for the purpose of gathering, processing, transmitting, compiling, editing, or disseminating information for the general public.

17. If the spouse, former spouse, or child of any employee specified in such a request is employed by a public office, the response to such request will include the name and address of the employer of such spouse, former spouse, or child.

18. Except as otherwise provided in this Policy, the City may not limit the number of public records that it will make available to a single person; may not limit the number of public records that it will make available during a fixed period of time, and; may not establish a fixed period of time before it will respond to a request for inspection or copying of public records, unless that period is less than eight hours.

19. This procedure does not obligate the City to retain documents beyond the period of time designated in the City's schedule adopted by the Commission. In the event a request for records is received prior to its destruction under the City's record retention policy, the requested records will be provided.

### C. Costs for Production of Public Records

1. The City will not charge any fees to cover the time and costs incurred in searching for, locating or collecting records. The City, however, may charge for the actual cost of duplicating paper copies of records and postage.

2. Those requesting copies of public records will be charged only the actual cost of making such copies, as follows:

a. Copies made in black and white on letter, legal size, or 11" x 17" paper will cost \$0.05 per side.

b. Copies made in color on letter, legal size, or 11" x 17" paper will cost \$0.25 per side.

c. Copies made on large format paper (17" x 24", 24" x 36", and larger) will cost \$1.75 per side. If an outside copying service is used to make the copies, the party who requested the copies will be required to pay the cost of the entire copying job, as billed by the copying service. Copies that are requested in a format other than normal letter or legal paper will be billed at cost, without taking into account employee time spent preparing the copies. For example, public records in electronic format placed on a compact disc will be assessed the cost of the disc itself, plus the cost, if any, of creating the electronic copies.

d. If fewer than 20 pages of copies are requested, no fee will be charged. If the request exceeds 20 pages, the fee will be charged per page as specified above.

e. No charge will be assessed for copies transmitted by e-mail.

3 Parties who request copies of public records may ask that such copies be delivered by mail. In that event, a party will be charged the actual cost of the postage and mailing supplies.

#### D. Time Constraints for Satisfying Public Records Requests

1 Each request for production of public records should be evaluated for the estimated length of time required to gather the records. If feasible, routine requests for records should be satisfied immediately. Routine requests include, but are not limited to, minutes of meetings (both in draft and final form), budgets, salary information, forms and applications, personnel rosters. If fewer than 20 pages of copies are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded easily, these should be made as quickly as the equipment allows.

2 All requests for production of public records must either be satisfied or be acknowledged in writing within three business days following receipt of the request. If a request will not be satisfied within three business days, the acknowledgement of the request must include at least the following:

- a. A request for clarification (if necessary), and;
- b. An estimated cost if copies are requested.

#### E Denial of Public Records Requests

1. Under certain circumstances, records are not defined as “public records” under Ohio law. Requests for such records will be denied on that basis.

2. If a request for production of public records is ultimately denied, in part or in whole, the party making the request will be provided with an explanation of the denial, including legal authority. If, and only if, an initial request was provided in writing, the explanation of such denial will likewise be provided in writing. If an initial request was made orally and not supplemented with a written request prior to the denial of the request, the explanation for the denial of the request will not be provided in writing.

3. If a party, whose request for production of public records is denied, commences an action under the Act, the City will not be precluded from offering additional reasons or legal authority in defense of the denial based upon the explanation provided to that party for the denial.

4. Any denial of a request for production of public records must include an explanation, including legal authority. If some portions of a record are public and some portions are exempt, the exempt portions are to be redacted and the remainder released. If redactions are made, each redaction must be accompanied by a supporting explanation, including legal authority.

## VI. IMPLEMENTATION OF THIS POLICY

A. To ensure that all of the City’s departments, divisions, offices, elected or unelected officials, and employees (and the designated custodian of public records) are appropriately educated about their obligations under this Policy, all elected officials (or their appropriate designees) must attend training provided by the Attorney General of the State of Ohio, as required by law (R.C. 109.43(B)). Each elected official (or each appropriate designee) shall attend three hours of such training for every term of office for which the elected official was appointed or elected.

B. The City shall distribute this Policy to each employee of all of its departments, divisions, and offices (including the offices of elected or unelected officials), who is responsible for or has custody of the records of that employee’s office—as well as to the designated custodian of public records. Those employees who are responsible for the custody and maintenance of public records must acknowledge receipt of the Policy.

C. Each of the City’s offices will create a poster that describes this Policy and will post the poster in a conspicuous place in the office, as well as in all locations where the office has branch offices. An office may post the Policy on its internet website if it maintains an internet web site. Any office that has established a manual or handbook of its general policies and procedures for its employees will include this Policy in the manual or handbook.

## VII. REDACTION

A. Redaction of Social Security Numbers

1. The City will not make available to the general public on the internet any document that contains an individual's social security number without otherwise redacting, encrypting, or truncating the social security number, unless such documents are accessible through the internet only with a password.

2. If, prior to September 1, 2008, any City department, division, office, or personnel made available to the general public on the internet any document that contains an individual's social security number, all such social security numbers shall be redacted, encrypted, or truncated, unless such documents are only accessible through the internet with a password.

3. If the City becomes aware that an electronic public record that is made available to the general public on the internet contains an individual's social security number that was mistakenly not redacted, encrypted, or truncated as required by this Policy, the City will redact, encrypt, or truncate the individual's social security number within a reasonable period of time.

B. Redaction of Other Personal Information

1. An individual may request that the City redact the individual's personal information from any record made available to the general public on the internet. An individual who makes such a request for redaction must make the request in writing on a form developed by the City for this purpose, and must specify the personal information to be redacted and provide any information that identifies the location of that personal information within a document that contains the personal information.

2. Upon receiving such a request for a redaction, the City will act within five business days if practicable. If a redaction is not practicable, the City official or employee responding to the request will explain within five business days, verbally or in writing, to the individual who made the request why the redaction is impracticable.

3. The City will designate an official or employee to develop a form to be used for requesting such a redaction. The form will include a place to provide any information that identifies the location of the personal information to be redacted. The present form is included with this Policy in Attachment "B," and will remain in use unless the City deems it necessary to revise the form or develop a new form.

4. A peace officer, parole officer, prosecuting attorney, assistant prosecuting attorney, correctional employee, youth services employee, firefighter, or emergency medical technician may request that a public office of this City, or a person responsible for public records other than those of the county auditor, redact the address

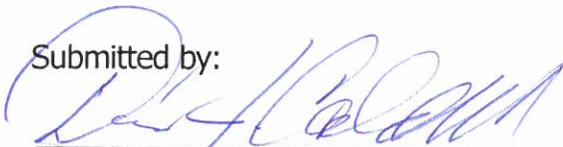
of the person making the request from any record made available to the general public on the internet that includes residential and familial information of the person making the request. A person who makes a request for a redaction pursuant to this division shall make the request in writing and on a form developed by the City.

5. Upon receiving such a written request for a redaction, a public office of this City, or a person responsible for public records other than those of the county auditor shall act within five business days in accordance with the request to redact the address of the person making the request from residential and familial information of the person making the request, if practicable. If a redaction is not practicable, the City official or employee responding to the request will explain within five business days, verbally or in writing, to the person who made the request why the redaction is impracticable.

6. Except as provided in this Policy and in R.C. 319.28 (concerning the obligations of the county auditor), an office of this City (or the designated custodian of public records) other than an office that employs a peace officer, parole officer, prosecuting attorney, assistant prosecuting attorney, correctional employee, youth services employee, firefighter, or emergency medical technician is not required to redact such residential and familial information from other records.

7. The City will designate an official or employee to develop a form to be used for requesting such a redaction. The form will include a place to provide any information that identifies the location of the personal information to be redacted. The present form is included with this Policy in Attachment "B," and will remain in use unless the City deems it necessary to revise the form or develop a new form.

Submitted by:

  
\_\_\_\_\_  
David J. Caldwell, Law Director

Approved by:

  
\_\_\_\_\_  
Jon Crusey, City Manager

Date: 11-15-2013

Date: 11-15-2013

## Attachment A

### TIPP CITY SUPPLEMENTAL PUBLIC RECORDS PROCEDURES

#### **Department Coordination**

If a request is made for information from more than one department, the request shall be forwarded to the office of the City Manager, and the representative of all other interested departments. The City Manager will coordinate and respond to the request with the assistance of the designated representatives of each of the interested departments.

If a request for records is directed to a department that does not maintain or have custody of the records requested, then the designated representative of that department shall promptly attempt to identify the appropriate department and refer the request to that department for a response. In the event a request is referred for this reason, the party who made the request for records shall be given notice of the referral, as well as contact information for the department to which the request was referred.

#### **Coordination with the Law Director**

Requests that are related to pending or potential litigation shall be coordinated with the Law Director. Questions regarding the Act and questions regarding any documents that may not be subject to disclosure shall promptly be forwarded to the Law Director for review.

#### **Steps for Responding to Requests for Records**

Upon receiving a request for records, whether orally or in writing, the designated representative of the department which received the request shall promptly respond to the request. If a particular request requires research as to the existence of the requested record or as to its location, then the representative shall promptly begin researching the request.

#### **Exemptions**

A City department may refuse to disclose certain categories of records which are confidential and generally not subject to disclosure under the Ohio Revised Code. Requests for documents which may contain information which is exempt from disclosure under the Ohio Revised Code may be delayed until the records can be reviewed and redacted as necessary.

If the department (after consultation with the Law Director when appropriate), determines that the records sought in a request for records are not subject to disclosure either in whole or in part, then it shall advise the party who made the request in writing

that the records will not be made available and include the reasons why access is being denied, referencing the legal authority, as well as the names and titles or positions of each person responsible for the denial.

## Attachment B

### REQUEST TO REDACT ADDRESS

*A peace officer, parole officer, prosecuting attorney, assistant prosecuting attorney, correctional employee, youth services employee, firefighter, or EMT may request a public office or a person responsible for the public records of a public office, other than a county auditor's office, to redact the address\* of the person making the request from any record made available to the public on the internet. Ohio Revised Code Section 149.45 (D)(1). \*For purposes of this law, "address" is defined as "actual personal residence" by Ohio Revised Code 149.43(A)(7)(a). This form is required to "include a place to provide any information that identifies the location of the address [of the individual] to be redacted." O.R.C. 149.45(D)(4) If redaction is not practicable, the public officer or person responsible for the public office's public records shall verbally or in writing within five business days after receiving the written request explain to the individual why the redaction is impracticable. O.R.C. 149.45 (D)(2)*

I, \_\_\_\_\_, request that the office of  
(print full name)

redact the address of my actual personal residence from any record made available to the general public on the internet that includes my residential and familial information.

Requester is currently (Check only the ONE that applies – use separate forms if Requester is currently employed and/or commissioned in more than one category):

- |   |   |                                      |
|---|---|--------------------------------------|
| <input type="checkbox"/> Peace Officer        | <input type="checkbox"/> Assistant Prosecuting Attorney | <input type="checkbox"/> Firefighter |
| <input type="checkbox"/> Parole Officer       | <input type="checkbox"/> Correctional employee          | <input type="checkbox"/> EMT         |
| <input type="checkbox"/> Prosecuting Attorney | <input type="checkbox"/> Youth Services employee        |                                      |

To Verify Employment or Commission Status Please Provide:

Employer: \_\_\_\_\_  
 Employer Address: \_\_\_\_\_  
 Employer Contact Information: \_\_\_\_\_  
Contact Name Phone Number

*For each known instance, please identify the location of your actual personal residential address within any record made available by this office to the public on the internet:*

Document Title and Description:
Specific Web Address (URL):
Location Within Document of Address To Be Redacted:

(Use the back of this form to identify additional locations of address to be redacted)

Signature of Requester: \_\_\_\_\_

If a requested redaction is impracticable, we will provide you with an explanation within five (5) business days after receiving your written request. Please provide contact information below, or indicate that you will contact this office to receive any explanation. This document is a public record, and the information you provide may be released in response to a public records request.

Address: \_\_\_\_\_  
 Telephone Number: ( ) \_\_\_\_\_ E-mail address: \_\_\_\_\_

I do not wish to provide contact information. I will contact the office for any explanation.

Date Request Received _____ / _____ / _____ (To be completed by the public office)
--

revised 08/2008

Document Title and Description:
Specific Web Address (URL):
Location Within Document of Address To Be Redacted:

Document Title and Description:
Specific Web Address (URL):
Location Within Document of Address To Be Redacted:

Document Title and Description:
Specific Web Address (URL):
Location Within Document of Address To Be Redacted:

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## REQUEST TO REDACT PERSONAL INFORMATION

*Under paragraph 149.45(C)(1) of the Ohio Revised Code, an individual may request that a public office or a person responsible for a public office's public records redact specified types of personal information of that individual from any record made available to the general public on the internet. An individual who makes a request for redaction "shall...provide any information that identifies the location of that personal information within a document that contains that personal information." O.R.C. 149.45(C)(1) If redaction is not practicable, the public officer or person responsible for the public office's public records shall verbally or in writing within five business days after receiving the written request explain to the individual why the redaction is impracticable. O.R.C. 149.45 (C)(3)*

I, \_\_\_\_\_, request that the office of  
(print full name)

redact the following items of personal information from being made available to the general public on the Internet:

*(Please check all that apply)*

- |   |  |
|---|--|
| <input type="checkbox"/> Social security number   | <input type="checkbox"/> Checking account number |
| <input type="checkbox"/> Tax identification number  | <input type="checkbox"/> Savings account number  |
| <input type="checkbox"/> Driver's license number  | <input type="checkbox"/> Credit card number      |
| <input type="checkbox"/> State identification number as issued by the Ohio Bureau of Motor Vehicles |  |

*For each item of personal information checked above, please identify the location of that information within any record made available by this office to the public on the internet:*

Document Title and Description:
Specific Web Address (URL):
Location of Information Within Document:

(Use the back of this form to identify additional locations of personal information items)

Signature of Requester: \_\_\_\_\_

The public office may need to contact you:

1) To request additional information to locate your specific personal information to be redacted or to identify the appropriate public office responsible for redacting your personal information.

2) To provide you with an explanation within five (5) business days after receiving your written request, if a requested redaction is impracticable. Please provide contact information below, or indicate that you will contact this office to receive any explanation. This form is a public record, and the information you provide may be released in response to a public records request.

Address: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ E-mail address: \_\_\_\_\_

I do not wish to provide contact information. I will contact the office for any explanation.

Date Request Received \_\_\_\_/\_\_\_\_/\_\_\_\_ (To be completed by the public office)

Document Title and Description:
Specific Web Address (URL):
Location of Information Within Document:

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revised 08/2008



# CITY OF TIPP CITY PUBLIC RECORDS REQUEST FORM

*This form is not required to submit a request, but helps the City with tracking and responding.*

DEPARTMENT: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**IDENTIFICATION/DESCRIPTION OF RECORD(S) SOUGHT:**

Please be as specific as possible. We will be able to process your request faster if you clearly identify the records you are requesting to review.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***For Internal Use Only***

Request Received	Request Completed (Notification Given of Record Availability)	Request Pick-up/Mailed/Faxed
Date: Staff Initials:	Date: Staff Initials:	Date: Staff Initials:
<b>Request Received By:</b>	<b>Number of Copies/Cost</b>	<b>Completion</b>
D Walk-In D Mail D Fax D Phone D E-mail D Other:	Number of Pages: Total Cost: Payment received: D Cash D Check Number	D Pick-up D Faxed D Mailed D Denied D Other:
<b>Comments:</b>		