

## **PERKINS TOWNSHIP PUBLIC RECORDS POLICY**

Section 149.43(B)(1) of the Ohio Revised Code provides that "public records" shall be promptly prepared and made available for inspection to any person at all reasonable times during regular business hours. Further, upon request, a public office or person responsible for public records shall make copies available at cost within a reasonable period of time.

**Section 1.1.** By definition, public records do not include, among other things,

- (a) medical records pertaining to the medical history, diagnosis, prognosis or medical condition of a patient;
- (b) trial preparation records;
- (c) confidential law enforcement investigatory records;
- (d) records containing residential and familial information relating to peace officers, firefighters or EMTs; or
- (e) records the release of which is prohibited by state or federal law.

**Section 1.2.** "Residential and familial information" relating to peace officers, firefighters or EMTs includes addresses, information compiled from referral to or participation in an employee assistance program, social security or telephone numbers, bank or credit card information, emergency telephone numbers, beneficiaries of employment benefits, identity of any charitable or employment benefit deductions, or similar information relating to a spouse, former spouse or any child of peace officers, firefighters or EMTs.

**Section 1.3.** "Confidential law enforcement investigatory records" pertain to a law enforcement matter of a criminal, quasi-criminal, civil or administrative nature to the extent that release of the record creates a high probability of disclosure of the following:

1. The identity of a suspect who has not been charged with the offense to which the record pertains, or an information source or witness to whom confidentiality has been reasonably promised;
2. Information provided by an information source or witness to whom confidentiality has been reasonably promised which information would reasonably tend to disclose the source's or witness's identity;
3. Specific confidential investigatory techniques or procedures or specific investigatory work product; and
4. Information which would endanger the life or physical safety of law enforcement personnel, a crime victim, a witness, or a confidential information source.

## **Perkins Township Public Records Policy continued**

**Section 2.1.** All requests for inspection or copies of records maintained by the Township or any of its offices or departments will be evaluated to determine whether the requested records are public records and whether they are subject to disclosure.

**Section 2.2.** If a record for which inspection is sought from the police department does not include a "confidential law enforcement investigatory record," it will be available for inspection between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday in the form in which it was prepared.

**Section 2.3.** If a record for which inspection is sought may include matters which may constitute a confidential law enforcement investigatory record, the record will first be reviewed by a qualified member of the Department to determine whether any part of it is a "confidential law enforcement investigatory record." If so, within a reasonable time after the review has been completed, the record will be provided for inspection between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday with any confidential law enforcement information redacted or blacked out.

**Section 2.4.** All other records requests for which inspection is sought from any Township office or department other than the police department and which can be made public will be available for inspection between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday.

**Section 2.5.** If records are not requested with sufficient clarity so that they can be identified, retrieved and reviewed in order to determine whether they can properly be provided, or if a request is overly broad, the request may be denied. However, the requester will be provided an opportunity to revise the request by being informed of the manner in which records are maintained by the office and accessed in the ordinary course of the office's or person's duties. R.C. 149.43(B)(2).

**Section 2.6.** While a written request, the requester's identity, or the intended use of the requested records are not required to be provided, a written request using the form attached will be generally be sought in order to help identify, locate or deliver the records being sought and to do so within a reasonable time after the request is made.

**Section 2.7.** Inspection of public records shall be permitted promptly. Copies of records will be provided, at a cost of \$0.10 per page, within a reasonable time after the request for copies is submitted.

**Section 2.8.** Public records are not required to be supplied to or for a person incarcerated pursuant to a criminal conviction or juvenile adjudication.

**PERKINS TOWNSHIP POLICE DEPARTMENT**  
**Request for Public Records Copies**

I am making a request for copies of the public records indicated below. The information provided by me is to assist in locating and making the copies within a reasonable time. I understand that if I refuse to complete this form, or if I do not include a telephone number in the optional line below, I will not be notified when the copies are available, and it will be my responsibility to return within a reasonable time to pick up the copies during the hours of 8:00 a.m. to 4:00 p.m. Monday through Friday. I understand that the charge for the copies will be \$0.10 per page, and that the total charge must be paid at the time the copies are to be picked up. If I have checked the estimate line below, I do not want copies made without first being informed of the total cost for which I will be liable.

Name: \_\_\_\_\_ Date Request Submitted: \_\_\_\_\_

Estimate of cost requested?: Y\_\_\_\_\_ N\_\_\_\_\_ Date Copied/Notice Given: \_\_\_\_\_

Telephone No. at which I may be contacted (optional): \_\_\_\_\_

Description of Record(s) requested to be copied:

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Date(s) of incident or for which copies are requested (if known): \_\_\_\_\_

Report No. (if known): \_\_\_\_\_

Name(s) of parties involved (if known) \_\_\_\_\_

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Name: \_\_\_\_\_ Date Request Submitted: \_\_\_\_\_

Estimate of cost requested: Y \_\_\_\_\_ N \_\_\_\_\_ Date Copied/Notice Given: \_\_\_\_\_

Telephone number at which I may be contacted (optional) \_\_\_\_\_

Description of record(s) requested to be copied: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of record(s) requested to be viewed: \_\_\_\_\_

\_\_\_\_\_

Date(s) of information, incident or events for which copies are requested: \_\_\_\_\_

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