

PUBLIC RECORDS REQUEST

Portage County is dedicated to providing the highest quality of customer service in accordance with Ohio's Public Records Act. *Your request is not required to be in writing, nor is it required that your name or intended use of the requested records be disclosed.* The information contained on this form is solely intended to enhance our ability to respond to your request in a timely and reasonable manner. Our office is under no obligation to create records to meet public record requests, but will prepare and make available those records which do comply with your request. If we cannot reasonably identify what public records you are requesting, you may revise your request and we will explain to you the manner in which the office's records are maintained

To be completed by employee if not completed by the requester based on nature of the request.

Name of Requester*		Today's Date
Street Address	City, State, ZIP	
Phone Numbers (please indicate cell, land line or pager)	E-mail Address	
<p>INFORMATION REQUESTED: <i>Please be specific.</i> Records sought must be identified with sufficient clarity in order to allow this office to identify, retrieve and review the records. The records custodian is available to assist by advising you of the manner in which records are kept. <i>Please Print.</i></p> <p>Type of Record Requested _____ Relevant Date(s) _____</p> <p>Description _____</p> <p>_____</p> <p>_____</p>		
For additional space, please use the reverse side of this form.		
COMPLETED RESPONSE		
Date Requester Notified _____		by: _____ via: _____ <small>(Employee) (Phone #, mail, e-mail)</small>
Date Response Mailed, Picked Up or Inspected (Circle one) _____		
Total Cost \$ _____ including actual postage cost of \$ _____		
Number of copies requested _____ @ \$.05 per page	Total fee \$ _____	
Copies of other materials _____ @	Total fee \$ _____	

Record(s) not available:

Record has never been maintained by the County...

Record is no longer maintained or has been disposed of or transferred pursuant duly enacted record retention policies

Record(s) contained non-releasable material that has been visibly redacted in accordance with State or Federal Law

Record is prohibited from release due to the following State or Federal Law:

- Peace officer, firefighter, EMT, employee residential and familial information or photographs**
O.R.C. §149.43(A)(1)(p); State ex rel. Plain Dealer Publishing Company v. Cleveland, 106 Ohio St.3d 70; State ex rel. Dispatch Printing Company v. Johnson, 106 Ohio St.3d 160
- Social Security Numbers**
5 U.S.C.A. §552a; State ex rel. Beacon Journal Publ. Co. v. City of Akron (1994), 70 Ohio St.3d 605
- Medical Records**
O.R.C. §149.43(A)(1)(a) and (A)(3)
- Trial Preparation Records**
O.R.C. §149.43(A)(1)(g) and (A)(4)
- Confidential Law Enforcement Investigatory Records**
O.R.C. §149.43(A)(1)(h) and (A)(2)
- Records Concerning Recreational Activities of People Under Age 18**
O.R.C. §149.43(A)(1)(r); State ex. Rel. McCleary v. Roberts (2000), 88 Ohio St.3d 365
- Trade Secrets**
O.R.C. §122.36; O.R.C. §1333.61(D)
- Tax Information**
O.R.C. §5703.21(A), §5709.081(D), §5711.10, §5711.101, §5715.49, §5715.50, §5747.18(C)
- Attorney-Client Privilege**
O.R.C. §2317.02
- State or Federal Privacy Requirements**
State of Ohio Constitution; United States Constitution