

WICKLIFFE POLICE DEPARTMENT PUBLIC RECORDS FORM

Our city government belongs to the citizens of the City of Wickliffe. We conduct our government activities in the open, and we are proud of our strong commitment to this important principle of democracy.

While not mandatory, if you fill out this form it will help us provide the public records you are requesting in a timely manner.

RECORDS REQUEST

PLEASE PRINT

Name of Requestor: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Date: _____

With as much detail as possible, please describe the records you want to review.

The City of Wickliffe provides photocopies of public records according to the following schedule.

- One dollar for every 20 pages of copied materials. No charge under 20 pages.
- One dollar per photograph.
- One dollar per electronic record (CD, DVD, cassette/video tape, etc), plus a \$3.00 mailing charge.

All requests require advance payment. Mailing charges are assessed at actual cost. There is no charge to inspect records while at the Wickliffe Police Department or for fax or email requests. Please check your preference below:

- I would like to inspect these records in the Police Department when they are ready.
- I would like these records copied and I will pick them up when they are ready.
- I would like these records copied and mailed to me at the address on this form.
- Fax records: FAX # _____
- Email records: EMAIL _____

Request received by: _____

Date of request: _____

RECORDS RELEASE

Name of Requestor: _____

Number of copies at \$1.00 per 20 pages: _____ Fee: \$ _____

Number of photographs at \$1.00 per photograph: _____ Fee: \$ _____

Other materials (CD, DVD, video, etc. / \$1.00 per record): _____ Fee: \$ _____

Mailing Charge (\$3.00 charge for CD, DVD, cassette/video, etc.): _____ Fee: \$ _____

Receipt #: _____ **Total: \$** _____

Record(s) not available:

- Record has never been maintained by the Police Department.
- Record is no longer maintained or has been disposed of or transferred pursuant to an RC-2.
- Record has been disposed pursuant to an application of One-Time Records Disposal RC-1.
- Record is prohibited from released due to an applicable State or Federal Law.
Applicable State or Federal Law: _____

Record is prohibited or exempted by law:

- Record has been forwarded to legal counsel for research/review.
- Record has been reviewed and release has been denied by legal counsel.

Record has been reviewed and contained non-releasable material:

- The record you have requested contains information that is exempt from public release. The exempt information has been redacted (deleted) [ORC 143.43(11)] from the record and given a number which can be referenced in the chart below:

NO.	DESCRIPTION	REFERENCE
1	Social Security Numbers	5 U.S.C. § 522(b)
2	Confidential Law Enforcement Investigatory Records	ORC 149.43(2)
2a	Uncharged Suspect – adult or juvenile	ORC 149.43(2)(a)
2b	Confidential Witness	ORC 149.43(2)(b)
2c	Confidential Investigatory Techniques or Procedures	ORC 149.43(2)(c)
2d	Info that would endanger law enforcement personnel, crime victims, witnesses	ORC 149.43(2)(d)
3	Trial Preparation Record	ORC 149.43(4)
4	Medical Records	ORC 149.43(3)
5	Peace Officer residential or familial information	ORC 149.43(7)(a)-(g)
6	Per LEADS Policy Statutory Prohibitions: LEADS/CCH/NCIC	Per LEADS Policy
7	Operator License Numbers	ORC 149.43(A)(1)(dd)

Request completed by: _____

Date of completed request: _____