

City of Cincinnati



801 Plum Street
Cincinnati, Ohio 45202
Phone: (513)
Fax: (513)

PUBLIC RECORDS REQUEST

The City of Cincinnati 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.

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

*Name of Requester		Today's Date
Street Address	City, State, ZIP	
Phone Numbers (please indicate type)	E-mail Address	

INFORMATION REQUESTED: *Please be specific.* Records sought must be identified with sufficient clarity in order to allow the City of Cincinnati 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.

Please Print.

Type of Record Requested _____ **Relevant Date(s)** _____

Description _____

For additional space, please use the reverse side of this form.

COMPLETED RESPONSE

Date Requester Notified _____ **by:** _____ **via:** _____
(Employee) (Phone #, mail, e-mail)

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 \$ _____
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Copies of other materials _____ @ _____	Total fee \$ _____
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Record(s) not available:

Record has never been maintained by the City

Record is no longer maintained or has been disposed of or transferred pursuant to RC-2

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)
- Security or Infrastructure Records** (please indicate)
O.R.C. §149.433
- 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)
- Confidential Financial Information**
O.R.C. §166.05; O.R.C. §921.04(B)
- Tax Information**
O.R.C. §718.13, §5703.21(A), §5709.081(D), §5711.10, §5711.101, §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; State ex. Rel. McCleary v. Roberts (2000), 88 Ohio St.3d 365.

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