



# City of Dover, Ohio

## Public Record Request Form (Ordinance 30-25)

The City of Dover is dedicated to providing the highest quality of public service to the public including accordance with the Ohio Public Records Act. *\*Those who wish to request public records are not required to do so in writing nor it is required that the requestor's name or intended use of the requested records be disclosed.* The information on this form is solely intended to enhance our ability to respond to requests in a prompt and reasonable manner. Records will be released in accordance with the provisions of the Ohio Public Records Act and may be subject to legal review prior to release. **Requestor's may be asked for prepayment before requests are processed. Please see prices below.**

- Paper copies - \$.05 per page
- Electronic files - \$1.00 per compact disc
- Video or audio records – Actual cost associated with preparation of documents not to exceed \$75.00 per hour not to exceed \$750.00 total
- If records are requested to be mailed, requestor will be charged the actual cost of postage and mailing supplies

*Name of requestor	Date of request
Street Address	City, State, Zip
Telephone number	E-mail address

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

Type of record requested \_\_\_\_\_ Relevant date(s) \_\_\_\_\_

Description \_\_\_\_\_

### For Office Use Only (Completed Response)

Date requestor notified \_\_\_\_\_ By \_\_\_\_\_ Via \_\_\_\_\_

Total Cost \$ \_\_\_\_\_ including actual postage cost of \$ \_\_\_\_\_

Number of copies request \_\_\_\_\_ @ \$.05 per page      Total fee \$ \_\_\_\_\_

Copies of other materials \_\_\_\_\_ @ \$ \_\_\_\_\_      Total fee \$ \_\_\_\_\_

**Record(s) not available:**

- ☐ Record has never been maintained by the City of Dover
- ☐ Record is no longer maintained or has been disposed of or transferred pursuant to RC-2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**

*ORC 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**

*ORC 149.43 (A)(1)(a) and (A)(3)*

☐ **Trial Preparation Records**

*ORC 143.43 (A)(1)(g) and (A)(3)*

☐ **Confidential Law Enforcement Investigatory Records**

*ORC 143.43 (A)(1)(h) and (A)(2)*

☐ **Security or Infrastructure Records**

*ORC 143.433*

☐ **Records Concerning Recreational Activities of People Under Age 18**

*ORC 143.43 (A)(1)(r); State ex. Rel. McCleary v. Roberts (2000), 88 Ohio St.3d 365*

☐ **Trade Secrets**

*ORC 122.36; ORC 1333.61 (D)*

☐ **Confidential Financial Information**

*ORC 166.05; ORC 921.04 (B)*

☐ **Tax Information**

*ORC 718.13, 5703.21 (A), 5709.081 (D), 5711.10, 5711.101, 5715.50, 5747.18 (C)*

☐ **Attorney-Client Privilege**

*ORC 2317.02*

☐ **State or Federal Privacy Requirement**

*State of Ohio Constitution; United States Constitution, State ex. Rel. McCleary V. Roberts (2000), 88 Ohio St.3d 365*

☐ **Other** \_\_\_\_\_

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