

**CITY OF UNIVERSITY HEIGHTS
DEPARTMENT OF POLICE**

Public Records Request Form

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

Name of Requestor _____

Street Address _____

City _____ State, Zip _____

Phone Number _____ Today's Date _____

With as much specificity as possible, please describe what records you want to review. PLEASE PRINT.

University Heights Police Department provides photocopies of public records at \$.05 per page; photos on CD's for \$1.00, or copied to another medium is actual cost. All requests require advance payment.

Number of copies requested @ \$.05 per page _____ Total fee: \$ _____

Copies of other materials (video tape, CD, DVD, etc.) _____ Total fee: \$ _____
See schedule for applicable fees.

Receipt number _____ Total fee: \$ _____

Record(s) not available:

- _____ Record has never been maintained by this police department
- _____ Record is no longer maintained or has been disposed of or transferred pursuant to RC-2.
- _____ Record has been disposed pursuant to an application of One-Time Records Disposal RC-1.
- _____ Record is prohibited from release due to an applicable state or federal law.

Record provided is not in the form of a paper document.

_____ Video tape _____ CD/DVD _____ Other (Please Specify)

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 by legal counsel and records are to be released.
- Record has been reviewed and contained non-releasable material.
- _____ Upon review, non-releasable material has been redacted.
- _____ Releasing employee has noted the date, initials, and name of the requestor on a copy of the reproduced page.

Name of UHPD employee handling request _____

Date request was completed _____

Records Maintenance and Release

803.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any department member who receives a request for any record shall route the request to the Custodian of Records or the authorized designee.

803.4.1 REQUESTS FOR RECORDS

The processing of requests for any record is subject to the following (ORC § 149.43):

- (a) The Department is not required to create records that do not exist.
- (b) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released.
 - 1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio or video, a copy of the redacted audio/video release should be maintained in the department-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.
 - 2. The requester shall be notified of any redaction in the public record if the redaction is not plainly visible.
- (c) If a request is ambiguous or overly broad, or if the Custodian of Records cannot reasonably identify what public records are being requested, the request may be denied.
 - 1. The requester shall be provided with an opportunity to revise the request and shall be informed by the Custodian of Records of the manner in which records are maintained by the Department and how the records are accessed in the ordinary course of business.
- (d) A person requesting records may be asked to make a request for records in writing to expedite processing of the request and may be asked for his/her identity. Prior to such a request, the person shall be told that:
 - 1. There is no requirement to provide a written request.
 - 2. There is no requirement to provide his/her identity.
 - 3. There is no requirement to disclose the intended use of the records.
 - 4. The purpose of the written request or disclosure of the person's identity or intended use would benefit the person making the request by enhancing the ability of the Custodian of Records to identify, locate or deliver the records requested.
- (e) Fees for copies or the cost of delivery of the records to the requester via mail should be paid in advance.
- (f) If a request is denied, either in whole or in part, the Custodian of Records shall provide the requester with an explanation setting forth the reason(s) for the denial, including the legal authority relied upon in making the determination. If the initial request was in writing, the explanation shall also be provided in writing.

803.5 RELEASE RESTRICTIONS (EXEMPTIONS)

Examples of release restrictions (exceptions) include:

- (a) Personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address, and telephone number; and medical or disability information that is contained in any driver license record, motor vehicle record, or any department record, including traffic collision reports, are restricted except as authorized by the Department, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722; ORC § 4501.27; ORC § 149.45).
- (b) Victim information that may be protected by statutes, including photographs or images of victims as prohibited by ORC § 149.43 (ORC § 2907.11).
- (c) Juvenile-related information that may be protected by statutes (ORC § 149.435).
- (d) Confidential investigatory records of the Department that pertain to a law enforcement matter of criminal, quasi-criminal, civil, or administrative nature if release would create a high probability of disclosure of any of the following (ORC § 149.43):
 - (a) Identity of a suspect not yet charged with an offense to which the record pertains.
 - (b) Identity of an information source or witness to whom confidentiality has been reasonably assured. This also includes information provided by an information source or witness if the release would tend to disclose his/her identity.
 - (c) Confidential investigatory techniques, procedures, or specific investigatory work product.
 - (d) Information that would endanger the life or physical safety of a member, crime victim, witness, or confidential information source.
- (e) Certain types of reports involving but not limited to child abuse and molestation (ORC § 2151.421) and adult abuse (ORC § 5101.61).
- (f) Records pertaining to the residential or family information of peace officers (ORC § 149.43).
- (g) Personally identifiable information of a program participant of the Ohio Secretary of State's address confidentiality program (ORC § 149.43).
- (h) Restricted portions of recordings made by a dashcam or a member's body-worn camera as provided in ORC § 149.43(A)(1). Certain recordings may be disclosed with the consent of the subject of the recording or his/her representative pursuant to the requirements of ORC 149.43(H)(1).
- (i) Telephone numbers for a person involved in a motor vehicle accident or a witness of a crime as provided in ORC § 149.43.
- (j) Any other information that may be appropriately denied by ORC § 149.43(A)(1).

Records Maintenance and Release Procedures

801.1 DENIAL OF REQUESTS

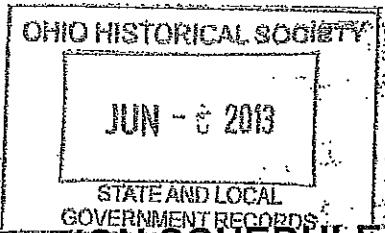
Requests for records in part or whole that are not maintained or prohibited for release pursuant to applicable state or federal law, shall be processed in the following way:

- (a) Notify the requestor of the denial and make the redaction plainly visible.
- (b) Provide the requestor with a legal explanation of why the request was denied.
- (c) Redactions are deemed a denial under the Ohio Revised Code.



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

City of University Heights

Police Dept.

(local government entity)

(unit)

[Signature]
(signature of responsible official)

Steve Hammett
(name)

Police Chief
(title)

3-21-13
(date)

Section B: Records Commission

City of University Heights – Kelly Thomas, Secretary

(216) 932-7800 ext. 223

Records Commission

(telephone number)

2300 Warrensville Center Road
(address)

University Heights
(city)

44118
(zip code)

Cuyahoga
(county)

have this form returned to the Records Commission electronically, include an email address: _____

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

[Signature]

5-14-13

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

[Signature]
Signature

[Signature]
Title

6/18/13
Date

Section D: Auditor of State

[Signature]
Signature

6-25-13
Date

Please Note: The State Archives retains RC-2 forms permanently.
It is strongly recommended that the Records Commission retain a permanent copy of this form



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Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

Section E: Records Retention Schedule

City of University Heights

Police Department

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
2013-01-POLICE	Auction of unclaimed property records	3yrs, if audited	Paper		<input type="checkbox"/>
2013-02-POLICE	Case Files -- Active Investigations	Permanent	Paper		<input type="checkbox"/>
2013-03-POLICE	Case Files -- No final disposition	20yrs. Then review for discretionary disposal; retain homicide cases 80yrs.	Paper		<input type="checkbox"/>
2013-04-POLICE	Cases Files - Closed	10yrs. After final disposition of the case	Paper		<input type="checkbox"/>
2013-05-POLICE	Correspondence	1yr. then review for discretionary disposal	Paper		<input type="checkbox"/>
2013-06-POLICE	Chief's Orders	Permanent	Paper		<input checked="" type="checkbox"/>
2013-07-POLICE	Animal Control Records	3yrs.	Paper		<input type="checkbox"/>
2013-08-POLICE	Day Log	2yrs.	Paper		<input type="checkbox"/>
2013-09-POLICE	Division Copies of various reports in Master File	10yrs.	Paper		<input type="checkbox"/>
2013-10-POLICE	Inventories	3yrs., if audited	Paper		<input type="checkbox"/>
2013-11-POLICE	Master Files -- contents include: Accident reports, complaint reports, miscellaneous offense reports such as stolen property reports, criminal report sheets, field officers' reports, arrest and complaint cards	10yrs.	Paper		<input type="checkbox"/>
2013-12-POLICE	Parking Tickets/delinquent notices/warrants	3yrs. If audited	Paper		<input type="checkbox"/>
2013-13-POLICE	Payroll Records	Permanent	Paper		<input type="checkbox"/>
2013-14-POLICE	Personnel Records	Permanent	Paper		<input type="checkbox"/>
2013-15-POLICE	Radio Log	2yrs.	Paper		<input type="checkbox"/>
2013-16-POLICE	Traffic Tickets/Moving Violations	3yrs. if audited	Paper		<input type="checkbox"/>
2013-17-POLICE	Annual Reports	Permanent	Paper		<input checked="" type="checkbox"/>





(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
2013-18-POLICE	Bike License Registrations	7yrs.	Paper		<input type="checkbox"/>
2013-19-POLICE	Breathalyzer Records	10yrs.	Paper		<input type="checkbox"/>
2013-20-POLICE	Fingerprint Cards	Until age 80yrs. or deceased	Paper		<input type="checkbox"/>
2013-21-POLICE	Jail Register	Permanent	Paper		<input checked="" type="checkbox"/>
2013-22-POLICE	Junk Vehicle File	2yrs. after sale or other disposition	Paper		<input type="checkbox"/>
2013-23-POLICE	Monthly Reports	Until incorporated into annual report	Paper		<input type="checkbox"/>
2013-24-POLICE	Video Recording Tape	30days, erase/reuse if no action pending	Tape Electronic		<input type="checkbox"/>
2013-25-POLICE	Radio Phone Calls Audio Recording Tape	30days, erase/reuse if no action pending	Tape Electronic		<input type="checkbox"/>
2013-26-POLICE	Personal Audio Recording Tape	Erase/reuse daily if no action pending	Tape Electronic		<input type="checkbox"/>
2013-27-POLICE	Crime File (type of)	2yrs.	Paper		<input type="checkbox"/>
2013-28-POLICE	Yearly Computer Data back-up Tapes	5yrs.	Tape Electronic		<input type="checkbox"/>
2013-29-POLICE	Regular Computer Data back-up Tapes	Erase/reuse if new tape made	Tape Electronic		<input type="checkbox"/>
2013-30-POLICE	911 Printed Readouts	Permanent	Paper		<input type="checkbox"/>

Number _____

Effective _____

Division of Police
City of University Heights, Ohio
Inter-Departmental Memorandum

TO: Kelly Thomas

Date: 1-25-17

FROM: Lt. Dale Orians

TOPIC: Record Retention Schedule Additions

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When the Committee meets to review our record retention schedule (RC-2) please recommend the following to be added:

- Jail Booking Sheets	3 years	Paper
- Jail Medical Records (Including Health Screen, Prescription, and medication records)	3 years	Paper
- Jail Daily Log and Visitation sheet	3 years	Paper
- Jail Monthly Reports	3 years	Paper
- Jail Prisoner Property Sheets	3 years	Paper
- Jail Purchase Orders and Requests	3 years	Paper
- Jail Maintenance Records	3 years	Paper
- Jail Key Control Records	3 years	Paper
- Snow Plow Permits	3 years	Paper
- Background Check Requests	1 year	Paper
- Visitor Sign-In Sheet	1 year	Paper
- Property Sheets	1 year	Paper
- Auction Dispositions	3 years	Paper