

City of Highland Heights, Ohio

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
Fax Number	E-Mail
With as much specificity as possible, please describe what records you want to review. PLEASE PRINT.	
<p>All requests require advance payment. Mailing charges are assessed at actual cost of postage. There is no charge to inspect records while in the building. Please check your preference below:</p> <p><input type="checkbox"/> I would like to inspect these records in the building when they are ready.</p> <p><input type="checkbox"/> I would like these records copied, and I will pick them up when they are ready.</p> <p><input type="checkbox"/> I would like these records copied and mailed/faxed/e-mailed to me at the address on this form.</p>	
Number of copies requested ____ @ \$.05 per page (No charge for less than 10 pages)	Total fee \$ _____
Cost for electronic storage is \$5.00	Total fee \$ _____
Receipt Number _____	Total fee \$ _____
Name of HH employee handling request	Date request was completed

Name of Requestor

Record(s) not available:

Record has never been maintained by this 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Record is no longer maintained or has been disposed of or transferred pursuant to RC-2.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.

(State the applicable state or federal law) _____

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

Electronic Storage _____ Other (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 HH employee handling request

Date request was completed

**CITY OF HIGHLAND HEIGHTS
ADMINISTRATIVE DEPARTMENTS**

OPEN RECORDS POLICY

Public Records are any documents - electronic, e-mail or paper that relates to the business or activity of the Administrative Departments.

Although not mandatory, we ask that a Public Records Request Form be filled out so we can provide the specific documents requested in a timely fashion.

Police Department Records are available Monday through Friday, from 8:00 a.m. to 4:30 p.m. Contact Records Clerk at 440-442-8825.

Fire Department Records are available Monday through Friday, from 8:00 a.m. to 3:30 p.m. Contact Fire Captain at 440-442-7406.

Administrative Records are available Tuesday through Friday, from 9:00 a.m. to 3:30 p.m. Contact Clerk of Council at 440-461-2440 Ext. 151.

Costs of photocopies of Public Records are outlined in Highland Heights Codified Ordinance 117.06. Professionally printed photographs and mailing charges are at actual cost.

If the records are readily available, they will be given out immediately.

If the records need to be researched or reviewed, you will receive a written response and/or the records in no more than five (5) business days.