CITY OF SOLON
POLICE DEPARTMENT
Record Request Form

In an attempt to provide the best service to the public while fully complying with Ohio Public Records Laws embodied in Revised Code § 149.43, this information is being provided to all requestors:

1. All requests are subject to a Schedule of Records Retention and Disposition (RC-2) adopted in accordance with State law and the City of Solon Municipal Records Commission. This means that record(s) are only maintained for certain periods of time; the record(s) you request may no longer be maintained according to schedule.

2. You will be required to pre-pay for copying or reproducing of record(s) in an amount which depends upon the actual reproduction cost of the record plus any charge for off-site storage, retrieval and restocking, exclusive of any costs associated with labor or time of Police Department personnel.

3. Your request must be processed within a reasonable period of time. Some requests require redaction of exempt information, review by legal authority regarding exemption, or simply time for off-site retrieval which may take several days. To assist us in getting such records to you, you are being asked for contact information so that you can be advised when the record(s) are ready. Be advised, you are NOT required to provide any identifying information, your provision of same is voluntary and consensual and for the sole purpose of processing your request in the most expeditious manner. Further, you are NOT required to make any request in writing, or on this form. Usage of this form is voluntary and consensual and only to expedite release of public record(s) to you.

4. Public Records Law contemplates that there are valid reasons that certain records are exempt from release. You will be notified if the record(s) requested are exempt or contain exempt information. All non-exempt record(s) will be released as soon as possible.

5. Your request must be for a specific record or records. This Department is under no obligation to create records which do not exist, nor is there an obligation for this Department to search or sift through records to find selected information.

6. Disapproved requests may be appealed through the Office of the Chief of Police, the Office of the Mayor, or through legal action in civil court.

Date of Request: ___________________ Time of Request: ___________________
Record(s) Requested: ____________________________________________________________

Requestor's Contact Information: ________________________________________________

For Office Use Only
Received by: ___________________ Badge No.: ___________________
Review/Approval by Prosecutor, Asst. Chief, DB OIC: ___________________________
Comment: ___________________________________________________________________

Request to be filed with associated report or in separate file along with redaction worksheet if applicable.