**Date of request:**­­­­­­­­­ Click or tap to enter a date.

**Name:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Record(s) being requested** (please give as much information and detail as possible to better help locate): Click or tap here to enter text.

**Process:** Please allow 3-5 Business days for the Deputy to finish the report and an additional 3-5 business days for the report to be located and approved for release.

**Fees:** Records by email free of charge

Records on paper up to 5 pages $5.00 AND $0.10 per page after plus $3.95 processing fee for credit AND debit cards

Records on disc $3.00 plus $3.95 processing fee for debit and credit cards

Research that is more than one record or amounting to over 1 hour of research will be accessed a research fee of $5.00 up to 2 hours and additional $2.00 after. To avoid this, having as much information on the records you are requesting will minimize the research time.

## 149.43 Availability of public records for inspection and copying.

## (A) As used in this section:

## (1) "Public record" means records kept by any public office, including, but not limited to, state, county, city, village, township, and school district units, and records pertaining to the delivery of educational services by an alternative school in this state kept by the nonprofit or for-profit entity operating the alternative school pursuant to section [3313.533](http://codes.ohio.gov/orc/3313.533) of the Revised Code. "Public record" does not mean any of the following: medical records, probation or parole records, adoption records, confidential Law Enforcement records, DNA, Inmate records, records containing juveniles, donor records, child fatality, test and exam records, financial statements, names, addresses, phone numbers, uncharged suspects, death records, records still under investigation, photos, or videos of first responders handling or involved in cases.

**Office use only:**

**Date processed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Processed by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Method of delivery**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date called for pick-up**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Final cost to be collected at pick-up:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Released by:** ­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_