



PUBLIC RECORDS REQUEST FORM

This form is intended to help staff facilitate your request for public records.

Please note: The requestor's refusal to complete this form does not impair the requestor's right to inspect and/or receive copies of the public record. (R.C. 149.43(B)(5))

Requestor's Information	
Name	
Address	
Phone Number	
Email Address	
Date & Time of Request	

Requested Information	
Specific Information Requested (please include dates, if applicable)	
In-person review or copies?	
Format of copies(e.g., email, paper, USB)?	

Please forward this form to the appropriate city department, if known. If you are unsure, you can forward this form to Council Clerk Christina Madriguera at cmadriguera@newalbanyohio.org or call (614) 245-7204 with questions.

Public records will be available for inspection during normal business hours. Copies of public records, not including video records from the police department, will be made within a reasonable period of time. Cost: \$.05 per hard copy page, or \$1.00 per CD, or \$5.00 for a USB drive. If mailed, cost can include the price of postage and mailing supplies. There is no charge for electronic copies of documents sent via e-mail. For a complete copy of the city's Public Records Policy and more, please ask at the desk or see our website at www.newalbanyohio.org/administration/Public-Records.

A requestor seeking video records from the police department will be charged with the actual cost associated with preparing the video for inspection or production, not to exceed \$60.00 per hour of video produced, nor \$600.00 total. Actual cost includes the overhead and staff time spent reviewing, blurring or otherwise obscuring, redacting, uploading,

(continued on back side)

(continued from front side)

or producing the video records. Furthermore, the police department will require the requestor to pay the estimated actual cost before beginning the process of preparing a video record for inspection or production. The estimated actual cost will be provided to the requestor within five business days of receipt of the video record request, and the police department's obligation to fulfill the request does not begin until the estimated actual cost is paid in full. If the actual cost exceeds the estimated actual cost, the requestor may be charged the difference so long as the difference does not exceed 20% of the estimated actual cost and if the requestor is notified in advance that the actual cost will be higher than the estimated actual cost. In cases of overpayment, where the actual cost is less than the estimated cost, the requestor will be refunded the difference.

For Office Use Only

Received by: _____ **Date:** _____
Records released date: _____ **Format:** _____