



VILLAGE OF BENTLEYVILLE
POLICE DEPARTMENT
Record Request Form

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

1. All requestors are subject to a Schedule of Records Retention and Disposition (RC-2) adopted in accordance with State Law and the Village of Bentleyville Records Commission. This means that records(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.
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. 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 expedient 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 expediate 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 records(s) will be released as soon as possible.
5. Your request must be for a specific record and 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, Chief of Police, OIC: _____