



CITY OF CLAYTON, OHIO PUBLIC RECORDS REQUEST

FORM C 100

A written public records request is NOT required, and you may decline to reveal your identity and intended use of the documents requested. Your refusal to complete this form does NOT impair your right to inspect and/or receive copies of the public records. If you choose to provide the following information it will enhance the office’s ability to identify, locate, or deliver the public records requested.

Name of Requester: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____ Email: _____

Date: _____

With as much detail as possible, describe what records you want to review. PLEASE PRINT.

COSTS: Those seeking public records may be charged only the actual cost of making copies and not labor, except for labor costs associated with reviewing, blurring, or otherwise obscuring, redacting, uploading, or producing the video records of law enforcement dashboard camera videos or body camera videos per the policy below. The charge for paper copies is .05 cents per page. The charge for electronic files downloaded to a compact disc is .25 cents per disc and \$4.00 for a flash drive. The requester may choose whether to have the record duplicated upon paper, upon the same medium on which the public record is kept, or upon any other medium on which the office determines that the record can reasonably be duplicated as an integral part of the office’s normal operations.

If a requester asks that documents be delivered to them, he or she may be charged the actual cost of the postage and mailing supplies, or other actual costs of delivery. There is no charge for e-mailed documents or to inspect records while at the Clayton Government Center.

Those requesting copies of law enforcement dashboard camera video(s) and/or body camera video(s) will be charged the actual costs associated with reviewing, blurring, or otherwise obscuring, redacting, uploading, or producing the video records which includes, but is not limited to, the storage medium on which the record is produced, staff time, and any other relevant overhead necessary to comply with the request at the rate of \$75.00 per hour, not to exceed \$750.00 per video. A requester will be required to pay the estimated actual cost before beginning the process of preparing a video record for inspection or production. The obligation to produce a video or make it available for inspection begins once the estimated actual cost is paid

in full by the requester. The requester shall be provided with the estimated actual cost within five (5) business days of receipt of the public records request. If the actual cost exceeds the estimated actual cost, the requester will be charged for the difference up to twenty percent higher than the estimated actual cost if the requester is notified in advance that the actual cost may be up to twenty percent higher than the estimated actual cost.

Please check your preference below:

- I would like these records copied, and I will pick them up when they are ready.
- I would like these records to be emailed to me at the email address on this form.
- I would like these records copied and mailed to me at the address on this form.
- I would like to inspect these records in the building when they are ready.

Internal use only:

Name of City Employee handling request: _____

Date request completed: _____