



Public Records Request Form

BARNESVILLE POLICE DEPARTMENT

132 N Arch St, Barnesville, OH 43713

Phone: 740-425-1976 • Fax: 740-425-4505 • bpd@barnesvilleohio.com

REQUESTOR INFORMATION

The Barnesville Police Department is obligated to provide with any records not exempted from disclosure by law. You are not required to complete a written request for a public record (ORC 149.43(B)(5)), but completing this written request enhances our ability to identify, locate and deliver the requested public record(s). The record custodians will complete your request upon the availability of the record(s). If contact information is provided, you will be notified if there are questions regarding your request and/or upon the completion of your request. All records are subject to redaction.

Requestor Name _____ Date of Request _____

Address _____

Phone Number _____ Email _____

Request Electronic Copies* Requesting Physical Copies (See fees below) → Pickup Mail Fax

RECORDS INFORMATION

Accident Report Incident Report Call Records Video Footage Other _____

Accident Report # _____ Incident Report # _____

Name of Person(s) Involved _____

Date & Time of Occurrence _____ Location of Occurrence _____

PUBLIC RECORD INFORMATION

Please use the space below to type and/or legibly print a clear description and detailed information of the particular record(s) you are requesting. Be sure to include a timeframe during which the record was completed. If the request is unclear or too broad, we may be unable to fulfill your request.

PUBLIC RECORD FEES

Do not include payment with this form. You will be notified when the request has been completed and advised of the cost at that time.

Paper Copies **\$0.05 per page** Accident Reports **\$4.00 each** Files to disc **\$1.00 per disc**

Note: If your request needs mailed, the cost of postage will be added

OFFICE USE ONLY

*Electronic Copies of videos may not be able to be fulfilled depending on size limitations.

Records Not Available:

- Record has never been maintained by the Barnesville Police Department / Does not exist.
- Record is no longer maintained or has been disposed of or transferred pursuant to RC-2.
- Record is prohibited from release due to an applicable state or federal law.

Record provided is in the following format(s):

Paper Disc Fax Email Other _____

Record is prohibited or exempted by law:

- Record has been submitted to legal counsel for research/review.
- Record has been reviewed and release has been denied by legal counsel.
- Record has been reviewed by legal counsel and records are to be released.

Record has been reviewed and contained non-releasable material

Upon review, non-releasable material has been redacted.

Record Custodian _____ Date Received _____ Request Completed _____

Total Cost _____ Receipt # _____