

Notre Dame College  
 Police Department  
PUBLIC RECORDS REQUEST



4545 College Road  
 South Euclid, OH 44256  
 Telephone: (216) 373-5222  
 Fax: (216) 373-5193

The Notre Dame College Police Department is committed to providing the highest quality of customer service in accordance with Ohio's Public Records Act. **Your request is not required to be in writing, nor is it required that your name or intended use of the requested records be disclosed.** The information contained on this form is solely intended to enhance our ability to respond to your request in a timely and reasonable manner.

<b>Name of Requester</b>		<b>Today's Date</b>	
<b>Street Address</b>		<b>City</b>	<b>State</b> <b>ZIP</b>
<b>Phone Number</b>		<b>Email Address</b>	
<b>INFORMATION REQUESTED: <i>Please be specific</i></b> . Records sought must be identified with sufficient clarity in order to allow the Notre Dame College Police Department to identify, retrieve, and review the records. The Records Custodian is available to assist by advising you of the manner in which records are kept. <b><i>Please print.</i></b>			
<b>Type of Record Requested</b>		<b>Relevant Date(s)</b>	
<b>Description</b>			
<b>COMPLETED RESPONSE</b>			
Date Requester Notified	Notified By		Notification Method
Date Response Mailed, Picked Up, or Inspected		Total cost, including actual postage	
# of Copies Requested @ \$.06 per page			Total Fee
Copies of other materials @			Total Fee
<b>Total Fee:</b>			

**Record(s) not available:**

**Record has never been maintained by the Department**

**Record is prohibited from release due to Federal or State law:**

**Record is prohibited from release due to the following State or Federal law:**

**Peace Officer, Firefighter, EMT, employee residential and familial information or photographs** - ORC 149.43(A)(1)(p); State ex rel Plain Dealer Publishing Company v. Cleveland, 106 Ohio St. 3d 70; ex rel. Dispatch Printing Company v. Johnson, 106 Ohio St. 3d 160

**Social Security Numbers** - 5 U.S.C.A 552a; State ex rel. Beacon Journal Publ. Co. v. City of Akron (1994), 70 Ohio St. 3d 605

**Medical Records** - ORC 149.43(A)(1)(a) and (A)(3)

**Trial Preparation Records** - ORC 149.43(A)(1)(h) and (A)(2)

**Confidential Law Enforcement Investigatory Records** - ORC 149(A)(1)(h) & (A2)

**Security Records** - ORC 149.433

**Infrastructure Records** - ORC 149.433

**Records Concerning Recreational Activities of People Under Age 18** - ORC 149.43(A)(1); State ex rel. McCleary v. Roberts (2000), 88 Ohio St. 3d 365

**Trade Secrets** - ORC 122.36; ORC 1333.61(D)

**Confidential Financial Information** - ORC 166.05; ORC 921.04(B)

**Tax Information** - ORC 718.13; 5703.21(A); 5709.081(D); 5711.10; 5711.101; 5715.50; 5747.18©

**Attorney - Client Privilege** - ORC 2317.02

**State or Federal Privacy Requirements** - State of Ohio Constitution; United States Constitution, State ex rel. McCleary v. Roberts (2000), 88 Ohio St. 3rd, 365; FERPA; HIPPA

**Record(s) contain non-releaseable material that has been visibly redacted in accordance with State or Federal Law**