

## **BVPD Records Request**

Please provide as much of the following information as possible when submitting a records request. Thank you.

Incident or Accident # \_\_\_\_\_

Date of Incident/Accident \_\_\_\_\_

Names of Individuals Involved \_\_\_\_\_

Location of Incident/Accident \_\_\_\_\_

You are not required to supply any identification information to request records. However, if you want the records sent to you, please indicate contact preference and provide contact information.

e-mail address \_\_\_\_\_

phone # \_\_\_\_\_

mailing address \_\_\_\_\_

fax # \_\_\_\_\_

Records requests should be submitted by one of the following:

e-mail:        [hmiller@cityofbayvillage.com](mailto:hmiller@cityofbayvillage.com)

phone:        440-899-3466

mail:         Bay Village Police Department  
               28000 Wolf Road  
               Bay Village, Ohio 44140

fax:            440-899-3478

Note: There may be a fee charged for some records requests. For those requests involving a fee, prepayment of copy charges are required.

## **BVPD Public Records Policy**

The Bay Village Police Department will:

- Acknowledge that public record disclosure laws are liberally construed to release records and narrowly construe all exceptions in favor of disclosure.
- Comply with local, state, and federal laws regarding the dissemination of public records information.
- Provide prompt inspection of public records upon request.
- Provide copies of public records upon request within a reasonable amount of time.
- Provide safe storage of all records.
- Allow for requests by phone, fax, mail, e-mail or in person Monday through Friday from 8:30 a.m. to 3:30 p.m.
- Redact information exempt from public release and provide an explanation for any denials of request.
- Provide for public review of the Public Records Policy at the records window.
- Follow “Schedule of Record Retention and Disposition” determined by the Bay Village Records Commission in compliance with ORC Chapter 149.
- Provide for prompt disposal of records based on the Schedule of Record Retention and Disposition.