



Request for Public Records

While it is not mandatory, completing this form will help us fill this public records request in a timely fashion.

Request Date: _____

Name of Requester (Last, First, MI): _____

Street Address of Requester: _____

City, State, County, Zip Code: _____

Telephone: _____

Fax: _____

Email Address: _____

Records Requested:

(This section is mandatory. Please identify each of the documents that are subject to this request with sufficient specificity so we can ascertain whether we have these documents and how to locate them)

[Empty box for listing records requested]

I would like to inspect the records I would like the records copied to be picked up

I would like the records copied and mailed to the address listed on the form

Please mail, deliver in person, fax, or email your request to:

Youngstown State University Police
Attn: Administration Lieutenant
One University Plaza
Youngstown, OH 44555
Fax: 330-941-7471 Email: police@ysu.edu

Records requests are normally processed and ready in 3 business days. The Department may require payment in advance for any costs involved in providing the copy(ies) of the record(s) requested.

For security purposes, this agency will only produce public records in paper format unless the records exclusively exist in another format.

The following information will be redacted and cannot be released: Social Security Number(s) (Federal Privacy Act; ORC 149.011(g); State ex rel. Beacon Journal Publishing Co. v. City of Akron, 70 Ohio St. 3d 605, 640 N.E.2d (1994); 2004 Ohio Atty. Gen. Ops. No. 04-045, 2004 AG LEXIS 47), Uncharged Suspects (ORC 149.43(A)(2)(a)), Peace Officers Residential and Familial Information (ORC 149.43(A)(1)(g) and (A)(3)), Medical Records (ORC 149.43(A)(1)(a) and (A)(3)), Trial Preparation Records (ORC 149.43(A)(1)(g) and (A)(4)), Confidential Law Enforcement Investigation Records (ORC 149.43(A)(1)(h) and (A)(2)), Confidential Informant(s) (ORC 149.43(A)(2)(b)), Security and Infrastructure Records (ORC 149.433), State of Ohio Employees Home Address (ORC 149.011 (G); State ex rel. Dispatch Printing Co. v. Johnson, 106 Ohio St.3d 160, 2005-Ohio-3484 (2005))

Office Use Only
Completed
Initials _____
Date: _____