



## PUBLIC RECORDS REQUEST

The Cincinnati Metropolitan Housing Authority is dedicated 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.

*To be completed by employee if not completed by the requester based on nature or form of the request.*

|   |                         |
|---|-------------------------|
| <b>*Name of Requester</b>                   | <b>Today's Date</b>     |
| <b>Street Address</b>                       | <b>City, State, ZIP</b> |
| <b>Phone Numbers (please indicate type)</b> | <b>E-mail Address</b>   |

**INFORMATION REQUESTED: *Please be specific.*** Records sought must be identified with sufficient clarity in order to allow the Cincinnati Metropolitan Housing Authority 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.

***Please Print.***

**Type of Record Requested** \_\_\_\_\_ **Relevant Date(s)** \_\_\_\_\_

**Description**

For additional space please use the reverse side of this form.

### COMPLETED RESPONSE

**Date Requester Notified** \_\_\_\_\_ **by:** \_\_\_\_\_ **via:** \_\_\_\_\_  
(Employee) (Phone #, mail, e-mail)

**Date Response Mailed, Picked Up or Inspected (Circle one)** \_\_\_\_\_

**Total Cost \$** \_\_\_\_\_ **including actual postage cost of \$** \_\_\_\_\_

|  |                           |
|--|---------------------------|
| <b>Number of copies requested</b> _____ @ \$.15 per page | <b>Total fee \$</b> _____ |
|--|---------------------------|

|   |                           |
|---|---------------------------|
| <b>Copies of other materials</b> _____ @ \$ _____ | <b>Total fee \$</b> _____ |
|---|---------------------------|

**Record(s) not available:**

**Record has never been maintained by Cincinnati Metropolitan Housing Authority**

**Record is no longer maintained or has been disposed of or transferred pursuant to RC-2**

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

**Peace officer, firefighter, EMT, employee residential and familial information or photographs**

*O.R.C. §149.43(A)(1)(p); State ex rel. Plain Dealer Publishing Company v. Cleveland, 106 Ohio St. 3d 70; State 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**

*O.R.C. §149.43(A)(1)(a) and (A)(3)*

**Trial Preparation Records**

*O.R.C. §149.43(A)(1)(g) and (A)(4)*

**Confidential Law Enforcement Investigatory Records**

*O.R.C. §149.43(A)(1)(h) and (A)(2)*

**Security or Infrastructure Records (please indicate)**

*O.R.C. §149.433*

**Records Concerning Recreational Activities of People Under Age 18**

*O.R.C. §149.43(A)(1)(r); State ex. Rel. McCleary v. Roberts (2000), 88 Ohio St. 3d 365*

**Trade Secrets**

*O.R.C. §122.36; O.R.C. §1333.61(D)*

**Confidential Financial Information**

*O.R.C. §166.05; O.R.C. §921.04(B)*

**Tax Information**

*O.R.C. §718.13, §5703.21(A), §5709.081(D), §5711.10, §5711.101, §5715.50, §5747.18(C)*

**Attorney-Client Privilege**

*O.R.C. §2317.02*

**State or Federal Privacy Requirements**

*State of Ohio Constitution; United States Constitution; State ex. Rel McCleary v. Roberts (2000), 88 Ohio St.3d 365.*

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