



Police Department

Request for University Police Public Records

This form is for public records from the University Police Dept. only. General University public records requests are handled through the University General Counsels office.

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)

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: Records
1 Tressel Way
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: Personal Information – ORC 149.43(A)(1) [Social Security Number, State or Federal Tax ID, Driver’s License or State Identification Number, Financial and Medical Account Numbers], Telephone Numbers for a Victim or Witness to a Crime - ORC 149.43(A)(1), Depictions of Victims – ORC 149.43(A)(1), Uncharged Suspects – ORC 149.43(A)(2), Designated Public Service Worker Residential & Familial Information – ORC 149.43(A)(1) [Personal, residential, and beneficiary information for a peace officer, parole officer, probation officer, bailiff, prosecuting attorneys, correctional employees, designated Ohio national guard member, protective services worker, youth services employee, firefighter, EMT, medical director or member of a cooperating physician advisory board of an EMS, state board of pharmacy employee, emergency service telecommunicator, mental health provider, judge, magistrate, etc.], Medical Records – ORC 149.43(A)(1), Trial Preparation Records - ORC 149.43(A)(1), Confidential Law Enforcement Investigation Records - ORC 149.43(A)(2), Confidential Informants - ORC 149.43(A)(2), Security and Infrastructure Records - ORC 149.433, Public Employees Home Address – State ex rel. Dispatch Printing Co. v. Johnson, 106 Ohio St.3d 160, 2005-Ohio-3484 (2005), Restricted Portions of a Body-Worn Camera or Dashboard Camera Recording - ORC 149.43(A)(1), Records the Release of Which is Prohibited by State or Federal Law - ORC 149.43(A)(1)

Office Use Only

Completed _____

Initials _____

Date: _____