

**CITY OF GENEVA  
DIVISION OF POLICE**

44 N. Forest Street  
Geneva, Ohio 44041  
Phone: 440-466-1111, Fax: 440-466-0098

**PUBLIC INFORMATION REQUEST**

TODAY'S DATE: \_\_\_\_\_  
REQUESTOR'S NAME: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP CODE: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
FAX NUMBER: \_\_\_\_\_

- cc:  Manager/Mayor
- Safety Director
- Prosecutor
- Fire Dept.
- Finance Dept.
- Public Works

**INFORMATION REQUESTED**

DATE (S) OF INCIDENT: \_\_\_\_\_

PARTIES INVOLVED: \_\_\_\_\_

INFORMATION REQUESTED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Public Records law (Ohio Revised Code 149.43) generally requires every public office, including the City of Geneva, to prepare promptly all public records and make them available for inspection at all reasonable times during regular business hours. Upon request and within a reasonable period of time, a public office must make copies of public records available at cost.

Note that under the Public Records Law requestors are not required to make a written request or reveal their identity.

DATE SUPPLIED: \_\_\_\_\_

SUPPLIED BY: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

<b>MINIMUM RECORDS RETENTION:</b>
Magnetic Media/Recordings .....30 Days
Traffic Accidents ..... 2 Years
Misdemeanors ..... 2 Years
Radio/Telephone Logs ..... 2 Years
Felonies ..... 6 Years

<b>REPORT REQUEST COST:</b>
Pricing starts at 25 copies..... 1 cent per page
Photos – In Car Video – Audio ..... Please Call
(If not going to be picked up please provide a self addressed stamped envelope)