



Lake County Sheriff's Office

Sheriff Frank Leonbruno

104 East Erie St. Painesville, Ohio 44077 (440)350-5620 Fax: (440)350-5590
email: sheriffwebmaster@lakecountyohio.org website: www.lakecountyohio.gov/sheriffoffice

REQUEST FOR PUBLIC RECORDS

I, _____
(Name [This information is optional and not mandatory]) *

Phone Number [This information is optional and not mandatory] *: _____

Email [This information is optional and not mandatory] *: _____

(Address [This information is optional and not mandatory]) *

am requesting public record information from the **Lake County Sheriff's Office** in the matter of:

I am aware this request must be made and processed during agency business hours and understand a reasonable fee may be charged for the printing and/or reproduction cost.

Requestor Signature Date
(This signature is optional and not mandatory) *

** However, requester's contact information will aid the public office in producing the desired records more efficiently.*

OFFICE USE ONLY

Was Public Record Supplied? Yes _____ No _____ Date _____

Number of Pages Produced _____ Cost _____ (\$.08 per page)

Records Custodian Date

Notes/Comments:



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email: sheriffwebmaster@lakecountyohio.org website: www.lakecountyohio.gov/sherifffice

PUBLIC RECORDS FEE SCHEDULE

- Plain Paper Photocopies (Reports, Documents, Photo Images)
 - \$.08 per page
- Digital Media Storage
 - \$1.00 per CD/DVD
 - \$8.00/\$17.00 per Flash Drive
 - Postage – if applicable
- Video Records (Per R.C. 149.43(B)(I))
 - \$32.00 per hour (cost of review & redaction)

 - Media fees (DVD/CD – \$1.00, Flash Drive – \$8.00/\$17.00)
 - Maximum fees per request (\$75 per hour, \$750 per video)

IMPORTANT

- The Lake County Sheriff's Office shall provide the requestor with an estimated cost within five business days of receiving the request.
- An initial payment of 75% of the estimated cost is required by the Lake County Sheriff's Office before we can begin processing your request. The remaining balance must be paid in full prior to the release or dissemination of the record(s). The Lake County Sheriff's Office reserves the right to collect additional fees up to 20% over the initial estimated cost.

(R.C. 149.43). ***Refer to Chapter Four: B. 1. "Body-Worn and Dashboard Camera Recordings" of the Ohio Sunshine Law Manual