

REQUEST TO REDACT PERSONAL INFORMATION

Under paragraph 149.45(C)(1) of the Ohio Revised Code, an individual may request that a public office or a person responsible for a public office's public records redact specified types of personal information of that individual from any record made available to the general public on the internet. An individual who makes a request for redaction "shall...provide any information that identifies the location of that personal information within a document that contains that personal information." O.R.C. 149.45(C)(1) If redaction is not practicable, the public officer or person responsible for the public office's public records shall verbally or in writing within five business days after receiving the written request explain to the individual why the redaction is impracticable. O.R.C. 149.45 (C)(3)

I, _____, request that the office of
(print full name)

redact the following items of personal information from being made available to the general public on the Internet:

(Please check all that apply)

- | | |
|---|--|
| ☐ Social security number | ☐ Checking account number |
| ☐ Tax identification number | ☐ Savings account number |
| ☐ Driver's license number | ☐ Credit card number |
| ☐ State identification number as issued by the Ohio Bureau of Motor Vehicles | |

For each item of personal information checked above, please identify the location of that information within any record made available by this office to the public on the internet:

Document Title and Description:
Specific Web Address (URL):
Location of Information Within Document:

(Use the back of this form to identify additional locations of personal information items)

Signature of Requester: _____

The public office may need to contact you:

1) To request additional information to locate your specific personal information to be redacted or to identify the appropriate public office responsible for redacting your personal information.

2) To provide you with an explanation within five (5) business days after receiving your written request, if a requested redaction is impracticable. Please provide contact information below, or indicate that you will contact this office to receive any explanation. This form is a public record, and the information you provide may be released in response to a public records request.

Address: _____

Telephone Number: (____) _____ E-mail address: _____

☐ I do not wish to provide contact information. I will contact the office for any explanation.

Date Request Received ____/____/____ (To be completed by the public office)

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