



Mayor Joe Begeny, Chair
Clerk Mollie Prasher, Secretary
Attorney Chris Shook
Auditor Stephen Cicak
Neal Piek

Records Commission

7232 East Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Mollie Prasher, Clerk of Council
614-322-6836

Wednesday, March 26, 2025

2:00 PM

Council Chambers

A. CALL TO ORDER

B. APPROVAL OF MINUTES

1. Meeting Minutes March 12, 2025

C. UNFINISHED BUSINESS

1. Review of PD Video Records Request Form and Policy

D. ADJOURNMENT

ADJOURNMENT



MINUTES
REYNOLDSBURG RECORDS COMMISSION
March 12, 2025

CALL TO ORDER

Mayor Begeny called the Records Commission meeting to order.

GUESTS: Chief Baker, Deputy Chief Bender, Jeff Gregory, Shanna Price

APPROVAL OF MINUTES

Meeting Minutes of April 23, 2024

Attorney Shook moved to approve the minutes of April 23, 2024. Second by Auditor Shook. Motion carried.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

Retention Schedule Updates

Police Department Updated Retention Schedule

Clerk Prasher presented the updated police department retention schedule was presented. The only change was the addition of drone records, including logs and videos. Attorney Shook asked how videos were stored and how videos were saved for further review and use. Chief Baker explained that the videos were only stored for 30 days and then deleted. Videos that were needed for legal purposes were downloaded and saved separately.

Attorney Shook moved to amend PD-62 to separate drone documents into two line items - one for records and logs and one for videos, with videos having a 30-day retention period unless of legal value. Second by Auditor Cicak. Motion carried and the retention schedule was amended.

Auditor Cicak moved to approve the amended PD retention schedule. Second by Attorney Shook. Motion carried.

Parks & Recreation Updated Retention Schedule

Clerk Prasher presented the updated Parks & Recreation Department Retention Schedule. The only change was the addition of Background Checks that would be kept for one year. Attorney Shook suggested removing the identification of the Sterling Vol information in case the City selected a different provider.

Attorney Shook moved to approve the updated Parks & Recreation schedule. Second by Auditor Cicak. Motion carried.

Destruction Schedule

Clerk Prasher presented the annual citywide list of records for destruction (RC-3).

Attorney Shook moved to approve the RC-3. Second by Auditor Cicak. Motion carried.

OTHER BUSINESS

Update of Records Request Fee Schedule

The Police Department was requesting that the Commission update the fee schedule as it related to records requests and provided suggested increases.

Attorney Shook recommended reviewing and updating each fee individually. He moved to increase the fee for basic black and white copies from \$.05 to \$.10. Second by Auditor Cicak. Motion carried.

Attorney Shook moved to increase the fee for color copies from \$.25 to \$1.00. Second by Auditor Cicak. Motion carried.

Attorney Shook moved to increase the fee for Certified Stamped Copies from \$1.00 to \$2.00. Second by Auditor Cicak. Motion carried.

The state of Ohio signed a new law that allowed law enforcement to charge for the actual cost of preparing videos (body cam) for inspection or production. Preparation included costs to retrieve, download, review, redact, seek legal advice, and production of these recordings at a rate of \$75.00 per hour with a maximum fee of \$750.00. Ms. Price indicated that it took three to ten hours to redact a single video, depending on the length. Mr. Gregory said they receive constant requests for reports, especially for force-related incidents. Many youtubers will review the reports and make requests for videos to then post to monetize their channels.

There was also a discussion regarding the media receiving free redacted videos. It was determined that all requests requiring redaction would be charged for services.

Attorney Shook moved that all video records in the police department's possession shall be a \$75.00 per hour fee for time expended to produce videos, including appropriate redaction, with a maximum fee of \$750.00 per incident. The police department shall estimate the amount required to fulfill a request and shall require a deposit of fifty percent (50%) of the estimated cost prior to the time expended on the redaction. Second by Auditor Cicak. Motion carried.

ADJOURNMENT

Auditor Cicak moved to adjourn the meeting. Second by Attorney Shook. Motion carried.

Joe Begeny, Mayor

Mollie Prasher, Clerk



Reynoldsburg Division of Police
7240 East Main Street, Reynoldsburg, Ohio 43068
P: (614) 866-6622 | F: (614) 322-6997

REQUEST COMPLETED

DATE: _____

BY: _____

BODY WORN CAMERA / CRUISER VIDEO REQUEST

Form and deposit required with each request

REQUESTER INFORMATION

REQUESTER NAME	DATE OF REQUEST
REQUESTER ADDRESS	
REQUESTER PHONE	REQUESTER EMAIL ADDRESS
IF YOU WISH TO REMAIN ANONYMOUS, YOU MUST LIST A METHOD OF CONTACT	

TYPE OF VIDEO REQUESTED

☐ BODY WORN CAMERA	☐ CRUISER / DASH CAM	☐ BOTH	☐ OTHER (explain)
---	---	-------------------------------	--

INCIDENT DETAILS

INCIDENT DATE & TIME	INCIDENT / REPORT NUMBER (If known.)
PERSON INVOLVED IN INCIDENT (Were you a party to the incident? If not, name of person involved.)	
INCIDENT LOCATION (Street address or description of location)	
NATURE OF INCIDENT (Briefly describe what happened.)	

FEES

There is a fee associated with this request of \$75.00/hour per video, with a max amount of \$750.00 per request. **Please submit completed form with your deposit. Make checks payable to City of Reynoldsburg**

VIDEO LENGTH	HOURS	COST	DEPOSIT PAID	AMOUNT DUE

☐ **PAID** ☐ CASH ☐ MONEY ORDER ☐ CHECK

SIGNATURE

By signing, I agree to the fee(s) associated with this request and understand the fees outlined above:

Signature: _____

Date: _____



Reynoldsburg Police Department Public Records Policy

Fees for Video Record Requests (Pursuant to Ohio HB 315)

Effective Date: April 3, 2025

On January 2, 2025, House Bill 315 was signed into law by Ohio Governor Mike DeWine. The bill allows a state or local law enforcement agency to charge for the actual cost of preparing a video for inspection or production. The preparation includes but is not limited to the retrieval, download, review, redaction, time to seek legal advice, and production of the video recorded. Reynoldsburg Division of Police, under the Reynoldsburg Records Commission, adopted the law on March 12, 2025, approving a fee of \$75.00 per hour with a maximum fee of \$750 (10 hours).

This fee covers all public records requests, FOIA requests, etc. for BWC and Cruiser camera footage. A deposit of \$75 for the first hour is required, there is no prorated fee. Cash or Check made out to the City of Reynoldsburg.

1. Scope:

- a) This policy applies to all public records requests involving video records (e.g., body camera, cruiser camera, or other video footage) maintained by the Reynoldsburg Police Department (“the Department”) pursuant to R.C. 149.43(B)(1), as amended by House Bill 315.

2. Fees for Video Records:

- a) The Department will charge all requesters the “actual cost” of preparing video records for production to offset the considerable time and expenses incurred in retrieving, downloading, reviewing, redacting, uploading, and producing such video records.
- b) The statutory term “a video record,” for the purposes of this policy, means a video from one source for one start and stop recording (essential the beginning and end of a distinct incident). For example, three officers responding to an incident will each have “a video record” of that incident from each of their respective body cameras. This will result in an actual cost charge for each video record – in this example, three video records.
- c) The amount charged for each video record will be based on the actual cost of the hourly rate(s) of the employee(s) or contractor(s) involved in retrieving, downloading, reviewing, redacting, uploading, and producing the video record requested, but will not exceed \$75 per hour of footage from a particular video record. Further, the total amount charged for retrieving, downloading, reviewing, redacting, uploading, and producing a video record will not exceed \$750 for that particular video record.
- d) “Actual cost” includes all employee or contractor time and materials expended in retrieving, downloading, reviewing, redacting, uploading, and producing the video record, including staff time, storage media, and a portion of necessary overhead expenses required to comply with the request.

3. Critical Incident Exception:

- a) For video records of critical incidents—defined as any instance where an officer from the Department fires a deadly weapon at a person—the Department will redact and produce the video at no cost to the requester within a reasonable period of time as defined in R.C. 149.43(B)(1).
- b) This exception is intended to ensure transparency and public accountability in such incidents.

4. Estimate Process and Advance Payment Requirement:

- a) Within five business days of receiving a public records request for video records, the Department will provide the requester with an estimate of the cost of fulfilling the request.
- b) Except as provided in Section 3(a), the Department will not begin preparing a video record for production until the requester pays the \$75 deposit

5. Compliance Timeline:

- a) Except as provided in Section 3(a), the Department’s obligation to make a video record available for production begins only after the requester pays in full the estimated cost.
- b) The time required for retrieving, downloading, reviewing, redacting, uploading, and producing (as well as seeking legal advice), will be considered in determining a “reasonable period of time” under R.C. 149.43.

6. Contact Information:

For questions about this policy or to submit a public records request, contact the department Monday-Friday 7:30am-5:30pm

Reynoldsburg Division of Police
7240 East Main Street
Reynoldsburg, Ohio 43068
614-866-6622
publicrecords@reynoldsburg.gov