AD-13 Freedom of Information Act (FOIA) Requests

AD Manual

Date Revised: 05/22/2024

Last Modified: 06/04/2025 11:26

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Purpose

To provide a standardized process for the receipt, processing, and distribution of Freedom of Information Act (FOIA) requests (sometimes referred to "Records Requests") submitted to the Toledo Fire and Rescue Department (TFRD).

Policy/Procedure:

All FOIA requests that are received by a TFRD Staff member or bureau shall be sent to the Deputy Chief of the Bureau of Professional Standards (BPS) or his/her designee. BPS will assist in how to respond to the requester while the request is gathered and processed.

BPS will scan all requests and then send to the City of Toledo (COT) Law Department for processing.

BPS will inform the Fire Chief and the TFRD Public Information Officer (PIO) of every request by emailing the scanned request.

BPS will contact the individual(s) named on the FOIA request and as a courtesy, inform them that a request is being processed.

BPS will track the date that the FOIA is received, the date sent to Law for processing, the date released for request fulfillment, and who it was distributed to, including the final date and time.

Before BPS distributes the completed FOIA information to the requester, the Fire Chief or designee shall review what is being sent.

See Also:

Permanent link:
https://tfrdweb.com/dokuwiki/doku.php?id=ad_manual:ad-13

Last update: **06/04/2025 11:26**