



Origination:	06/2014
Effective:	06/2014
Last Approved:	06/2014
Last Revised:	06/2014
Next Review:	10/2022
Owner:	<i>David McElhatten: Director of Administrative Services</i>
Area:	<i>Administrative Services</i>
References:	

## Public Records

### I. Definition and Maintenance.

- A. The Board, in accordance with the Ohio Revised Code, defines records as including the following: Any document – paper, electronic (including, but not limited to, e-mail), or other format, that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of the Board are public unless they are specifically exempt from disclosure under the Ohio Revised Code. The Health Commissioner serves as the Records Custodian.
- B. As required by law, the records of the Board will be organized and maintained so that they are readily available for inspection and copying (See paragraph 4 for the e-mail record policy). Record retention schedules are to be updated regularly and posted prominently.

### II. Record Requests.

- A. Each request for public records should be evaluated for a response using the following guidelines:
  - 1. Although no specific language is required to make a request, the requestor must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must contact the requester for clarification, and should assist the requester in revising the request by informing the requestor of the manner in which the office keeps its records.
  - 2. The requester does not have to put a records request in writing, and does not have to provide his or her identify, or the intended use of the requested public record. It is this office's general policy that this information is not to be requested.
  - 3. Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.
  - 4. Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes (both in draft and final form), budgets, salary information, forms and applications, etc. If fewer than 20 pages of copies are requested, or if the records are readily available in electronic format that can be e-mailed or downloaded easily, these

should be made as quickly as possible.

All requests for public records must either be satisfied according to this policy, or be acknowledged in writing by the Health Department, within three business days following the office's receipt of the request. If a request is deemed significantly beyond "routine," such as seeking a voluminous number of copies, or requiring extensive research, or requiring legal opinion and legal documentation, the acknowledgement must include the following:

- a. An estimated number of business days it will take to satisfy the request.
  - b. An estimated cost if copies are requested.
  - c. Any items within the request that may be exempt from disclosure.
5. Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public, and portions are exempt, the exempt portions are to be redacted, and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

### **III. Cost for Public Records.**

- A. Those seeking public records will be charged only the actual cost of making copies. Those costs are prominently displayed throughout the facility as required by the Open Records Act.
1. There is no charge for documents e-mailed.
  2. Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.

### **IV. E-Mail.**

- A. Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats, and should follow the same retention schedules.
1. Records in private email accounts used to conduct public business are subject to disclosure, and all employees or representatives of this office are instructed to retain their e-mails that relate to public business (see paragraph 1 Public Records) and to copy them to their business e-mail accounts and/or to the office's records custodian.
  2. The records custodian is to treat the e-mails from private accounts as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying in accordance with the Public Records Act.

### **V. Failure to Respond to a Public Records Request.**

The Board recognizes the legal, and non-legal, consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, the Board or designee's failure to comply with a request may result in a court ordering the Board to comply with the law.

## Attachments

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No Attachments