

Wood County Alcohol, Drug Addiction and Mental Health Services Board

Policy 10

PUBLIC RECORDS AND RETENTION

A. POLICY

1. The Executive Director or designee will prepare and make available for inspection and/or copying "public records," as defined in ORC 149.43, upon request of any person.

B. PROCEDURE

1. To accurately and promptly answer requests for public records, staff of the Wood County Alcohol, Drug Addiction and Mental Health Service Board will comply with the following procedure:
 - a. Any individual or organization who desires to inspect or obtain copies of public records should make the request to the Executive Director or designee prior to any inspection or release of such information. Such request should include the following information:
 - (1) A specific and detailed list of records the individual or organization wishes to inspect and/or have copied.
 - b. If the record concerns an employee, the Executive Director shall notify the employee
2. The Board may charge .05 for each page of photocopied records requested. The individual or organization requesting copies of records shall remit full payment of photocopy administrative fees prior to the release of information by the Executive Director.
3. The Executive Director shall make all records requested available for inspection within a reasonable period of time from the date of the request at a reasonable time during regular business hours.

4. The Executive Director may waive any or all provisions under this policy when a request to inspect or obtain copies of records is made:
 - a. by another governmental agency;
 - b. by an authorized representative of another governmental agency;
 - c. by an authorized agent of a client or employee; or
 - d. in accordance with a court order.
5. The Executive Director shall refuse to make the following confidential records available for inspection and copying:
 - a. medical records;
 - b. adoption, probation and parole records;
 - c. juvenile records under ORC Section 2151.85;
 - d. trial preparation records;
 - e. records, the release of which is prohibited by state or federal law.
6. All public records in the custody of the Board shall be retained in accordance with all state and federal laws establishing record retention periods for specific classes of records. Public records shall not be removed, destroyed, mutilated, transferred, or otherwise damaged or disposed of, in whole or in part, except as provided by state and federal laws establishing limitations for specific classes of records. The Executive Director shall maintain a log of public records request and their disposition.
7. Whether or not a record is a public record as defined in ORC Section 149.43 should be determined by the Wood County Prosecuting Attorney. The Executive Director shall request such opinion in writing.
8. The Executive Director insures that the required records retention schedule is maintained.