

**MENTAL HEALTH RECOVERY BOARD SERVING WARREN & CLINTON COUNTIES
PUBLIC RECORDS REQUEST FORM**

Mental Health Recovery Board Serving Warren and Clinton Counties (MHRBWCC) constantly aims to prepare and make available, within a reasonable period of time, all public records properly requested by members of the public. In order to more effectively achieve this goal, the agency makes available this Public Records Request Form to those requesting access to public records from MHRBWCC. **You are not required to provide a written request, identify yourself, or tell us the purpose of your request in order to receive public records from MHRBWCC.** However, use of this form provides a record to both MHRB and the requester that a request for specific information was made.

Similarly, while a requestor is not required to disclose their identity or the intended use of the information requested, providing such information benefits the requester by enhancing the ability of MHRBWCC to identify, locate, and deliver the public records requested in a prompt and efficient manner. When making your records request, please be as specific as you can. Doing so may allow for faster identification of the records requested. If necessary, you may attach additional pages to this form describing the exact nature of what you are requesting.

Public Records Requester Information:

First Name: _____ MI: ___ Last Name: _____

Company or Organizational Affiliation (if any): _____

Mailing Address: - - - - -

Daytime Phone Number: _ _ _ _ _ Other Phone Number: _ _ _ _ _

If you choose not to disclose the information above, you must provide some reasonable method by which MHRBWCC may contact you to inform you of the results of your public records request, and a means by which your request may be delivered to you. If MHRBWCC is unable to contact you via this method after reasonable effort, the records you requested will be held for ninety (90) days before being discarded.

Alternate Contact Method:

State specifically, if possible, the exact nature of the public records you are requesting (i.e. file name, fiscal year):

Requestor's Signature

How to submit an official public records request using the Public Records Request Form):

1. Fill-out as much of the form as possible.
2. Submit the form to MHRB by mail or in person:
201 Reading Rd., Mason, OH 45040

Please retain a completed copy of this form for your own records.

After you have submitted the request:

If your request is granted, you will receive a letter informing you of this. You will also be notified if any deposit is required from you to begin processing your request and what methods you may use to pay such a deposit. MHRBWCC is permitted to require that requesters pay, in advance, the cost involved in providing copies of public records, including postage. MHRBWCC may provide copies of records in paper. MHRBWCC will also provide copies, if requested, in the medium in which they are kept or in any media that MHRBWCC determines can reasonably be duplicated as part of MHRBWCC's' normal operations. The requester is responsible for paying for the actual cost of the copies provided. Paper copies are provided at \$.10 per sheet. If the copies are provided in another medium, the requester is responsible for the costs of producing the copies in the medium requested. Requesters are not charged for any labor costs associated with providing public records. Once the deposit is received, your public records request will be processed as quickly as possible. Requested records will be sent to you via certified mail unless you have arranged for an alternate method of delivery with MHRBWCC.

If your request is partly or completely denied, you will receive an explanation or reasons why your request was denied. If your request was denied due to an ambiguous or overbroad request, you will be given an opportunity to revise and provide more specific information by completing a revised public records request. If your request is denied because the items you requested are not public record, you will be given an explanation of the reason(s) that the information you requested is not subject to disclosure.

NOTICE:

Some public records requested may contain information that is exempt from public inspection. This information will be redacted, via black marker, on any copies of records you receive in a manner that should be plainly visible to you.