



Public Records Statement

Mental Health Recovery Board Serving Warren & Clinton Counties (MHRB) acknowledges that it maintains many records that are used in the administration and operation of MHRB. The records maintained by MHRB and the ability to access them are a means to provide trust between the public and MHRB.

MHRB maintains its records in a manner that allows MHRB to provide the general public prompt inspection of MHRB' public records and copies of these records within a reasonable amount of time during its regular business hours from 8:30 a.m. to 4:30 p.m. MHRB has a public records policy and a Schedule of Records Retention and Disposition. Both are available upon request.

- A. Many records of MHRB fall under the requirements of Ohio Public Records Act and The Health Insurance Portability and Accountability Act (HIPAA) that provides for lawful access to records of public sector organizations. Conversely, however, some records are strictly confidential and exempt from public record. This policy provides general guidelines for compliance with that law.
- B. If requested to provide a record of MHRB to a member of the general public, news media or other person, employees shall refer to the Ohio Public Records Act and HIPAA standards to determine whether or not the requested record is a public record, or is exempted from the public records law and shall make requested public records available within a reasonable timeframe.
- C. In general, a public record shall be made available for inspection within a reasonable timeframe to any person during the agency's normal business hours. Also, upon request, the agency will make copies of public records, upon payment of a reasonable fee, within a reasonable amount of time.
- D. The agency shall not disclose any information from the records which is lawfully confidential. The agency shall redact all information on a record that is not subject to public disclosure.
- E. Employees are not required to compile information or create a record to respond to a request where one does not already exist.
- F. Any person may make a request to inspect or receive a copy of a public record. When making a request, the requesting party is not required to provide a written request, identify themselves, or tell MHRB the purpose of the request in order to receive a public record.
- G. In accordance with the request, a person may choose to obtain a copy of a public record through e-mail, computer disk, or other electronic medium, if the record is otherwise retained and recorded electronically as a part of the agency's normal operations. If the record is retained and recorded electronically by the agency, the agency will make such public records available through this medium.
- H. Upon request of a public record, MHRB shall require the person making the request to pay in advance 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.
- I. The agency may refer requests for payroll and employment records to the County Auditor, or if the records are available at the agency, the agency may prepare, make available, and/or copy lawfully public employment and payroll records, upon the request of any person.
- J. Due to the complexities of Ohio's public records law and to ensure that no employee discloses information that is exempt from disclosure, MHRB's employees may consult legal counsel when unsure about a request for public records.

- K. A retention schedule is available upon request and will show the types of records maintained.
- L. This policy was adopted on August 30, 2004, revised on December 19, 2005, October 29, 2010, June 17, 2014 and reviewed on July 9, 2019.

Executive Director

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.