

## **Release of Public Records**

- 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 time frame.
- 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' 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.

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, August 20, 2020, July 1, 2021 and December 12, 2024.

  
Executive Director