Paint Valley Alcohol, Drug Addiction and
Mental Health Services Board
394 Chestnut Street
Chillicothe, Ohio 45601

Subject: **Access to Public Records**

Section: **3.02.00**

Effective date: **2/20/80** **Revised 4/21/10** **Revised Date: 4/20/2016**

Purpose:

The purpose of this policy is to comply with the Ohio Public Records Act and Section 149.43, Ohio Revised Code, which provides prompt inspection of public records and upon request, copies of public records within a reasonable amount of time.

Policy:

POLICY AND PROVISIONS:

The Board and administration of the Paint Valley Alcohol, Drug Addiction, & Mental Health Board recognize that most records generated by and for the operation of the Board are public documents, including, but not limited to, Board minutes and Executive Director's Reports to the Board; receipts and expenditures; salary schedules and position descriptions, safety and health materials, contracts; and policy statements. As such, management recognizes that these public records are open to public review.

A "public office" is an entity that performs a public service and is supported by public funds.

A "public record" is a record held by any public office that is stored on a fixed medium, created, received or sent under the jurisdiction of a public office, and which documents the activities of the office. Public record documents include, but are not limited to paper, tapes, e-mails, photos, films, and videos.

Exceptions to the public records disclosure request include:

1. Other provisions of Ohio or federal law that protect particular records from public view.

2. Medical records related to a consumer's medical condition generated and maintained in the process of medical treatment (see HIPAA policies and procedures).

3. Trial preparation records that contain information that was specifically compiled in reasonable anticipation of, or in defense of, litigation. Trial preparation records are not subject to public disclosure until the case and any appeals have concluded.

4. "Residential and familial information" (per Opinion #2000-021 by the Attorney General), including among other things, home street address, social security number, home telephone number, bank account number, emergency telephone numbers, medical information, beneficiaries' names, voluntary salary deductions, and similar information for the spouse, former spouse, and children.

5. "Infrastructure records" including information that discloses the configuration of computer systems, electrical systems, mechanical systems, ventilation systems, plumbing systems, security codes; "security records" including records that contain information directly used for protecting or maintaining the security of a public office against attack, interference, or sabotage; or any record assembled, prepared, or maintained by a public office to prevent, lessen, or respond to acts of terrorism.

6. "Confidential Law Enforcement Investigatory Records" referring to records that pertain to a law enforcement matter.