

It is the policy of the County of Summit Alcohol, Drug Addiction and Mental Health Services (ADM) Board to strictly adhere to the Ohio Public Records Statute, Section 149.43 ORC. With very few restrictions, these statutes currently require that public records be open to inspection by any member of the general public. The law does not require that we prepare records in a certain way to meet the demands of a request for inspection; but if the records exist, they are open for prompt inspection and copying, except if legal review and orredaction are required then the records shall be provided within a reasonable period of time thereafter.

To provide direction on how to request a public record the ADM has outlined the process for requesting a public record.

All persons requesting permission to inspect public records held by the ADM Board should make the request to the Executive Director or a designee in the Executive Director's absence.

In cases in which the requested documents can be easily compiled, arrangements will be made for inspection at the ADM Board offices. The inspection ordinarily will be during business hours. An ADM Board staff member will be made available to assist the requester with files or documents.

Documents may be copied by ADM Board staff at a cost of \$.05 per page or 1.00 per disc or CD.

The fee must be paid by the requester prior to the release of the documents.

Personnel files are considered public records, and, as such, are subject to the public records statutes of the State of Ohio. When personnel files are requested in this manner, the Executive Director will inform all ADM Board staff whose files are included in the request.

Questions concerning the reviewing process or the public records procedure should be directed to the Executive Director or a designee in the absence of the Executive Director.

In matters of litigation involving the ADM Board and/or a contract affiliate, where legal discovery is involved through the use of subpoenas or other requests, the Summit County Prosecutor's Office will coordinate the discovery process with the ADM Board.

Simple requests for information, including, but not limited to, salary of an ADM Board employee(s), budget information, etc., will be provided as soon as possible to a requester and may be provided verbally or in written form as agreed to by the requester.

As a political subdivision of the State of Ohio, the County of Summit Alcohol, Drug Addiction and Mental Health Services (ADM) Board is subjected to the rules of the Ohio Records Commission at the direction of the County of Summit Records Commission.

Records" includes any document, device, or item, regardless of physical form or characteristic, electronic record as defined in section 1306.01 of the Revised Code, created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

To provide clear direction regarding the records created and by maintained by the County of Summit Alcohol, Drug Addiction and Mental Health Services (ADM) Board. The agency's current "Schedule of Records Retention and Disposition (RC- 2 )is provided.