

**MENTAL HEALTH AND RECOVERY SERVICES BOARD  
of SENECA, SANDUSKY AND WYANDOT COUNTIES**

<b>TITLE:</b> Public Affairs/Education/Community Relations/Policy/Advocacy: Public Records	<b>EFFECTIVE DATE:</b> February 26, 2015
<b>NUMBER:</b> II-A.3	<b>SUPERSEDES DATE:</b> January 31, 2013
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**PURPOSE**

To comply with the Ohio Public Records Act and R.C. Section 149.43, which provides prompt inspection of public records and, upon request, to provide copies of public records within a reasonable amount of time.

**POLICY**

It is the policy of the Board to maintain public records as defined by Revised Code, Sections 149.011 and 149.43 in such a manner as required by State and Federal law. The Board will make available to any member of the general public all public records except those determined to be exempt under, R.C. 149.43 and 149.433 pursuant to State and Federal law.

**ACCOUNTABILITY**

Executive Director as Records Officer

**PROCEDURE**

1. The Mental Health and Recovery Services Board will make available upon request to the general public at its offices at 1200 North State Route 53 on Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m., (except when the office is closed) all public records as defined by Revised Code Sections 149.011 and 149.43 but subject to exemptions under R.C. 149.43 and 149.433.
2. Mail requests to review public records are made to the Executive Director, who is to respond to the request within a reasonable amount of time, stating the costs of the copies available and any mailing or delivery costs.
3. The Board shall charge to the general public, duplication costs of five cents (\$.05) for each side of a copy, or five cents (\$.05) for single-sided copy, to be paid by either cash, money order, or cashier's check. For information to be mailed, the Mental Health and Recovery Services Board will charge at the current rate set by the United States Postal Services all costs incurred. Payment must be paid prior to the release of public records. Checks are to be made payable to the Mental Health and Recovery Services Board of Seneca, Sandusky and Wyandot Counties.
4. The requester does not need to identify him/herself or to explain the intended use of any requested public document. The Executive Director cannot deny access due to a requester's refusal to answer these questions.

APPROVED:

Barbara Sharp  
Board Chairperson

2/26/15  
Date

Nancy A Cochran  
Executive Director

2-26-15  
Date