

	Greene County Public Health	1 Page	
		DC #:	POL-1000-01-ADM-2016-12
		Adoption Date:	10/06/2016
		Last Update:	10/06/2022
Revision #:	Brief Summary of Changes	Revision Date:	Last Modified by:
1.0	Deleted “A limit of ten (10) public record requests may be made by an individual per month, unless they certify that the records shall not be used for commercial purposes.”	05/15/2020	S. Martin
2.0	1. Grammar corrections.	08/25/2020	S. Martin

PUBLIC RECORDS

Rationale: This policy outlines the method to obtain public records in accordance with Ohio Sunshine Law.

Policy: Greene County Public Health will prepare and make available for inspection and/or copying “public records” as defined in O.R.C. 149.43 and applicable Ohio Case law, upon the request of any member of the general public. Public records are those created or received under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, or operations. Records will be organized and maintained so that they are readily available for inspection and copying.

Information kept on computer disks or tapes, audio tape, video tape, microfilm, e-mail, text, instant message or other electronic media, microfiche, or other fixed media is subject to disclosure under the Public Records Act.

Public records do not include:

Medical records: Medical records are further defined as any document or combination of documents, (except birth, death, and the fact of admission to or from a hospital) that pertains to a birth record involving adoption, medical history, diagnosis, prognosis, or medical condition of a patient that is generated and maintained in the process of medical treatment.

Confidential law enforcement investigatory records: Defined as any record that pertains to law enforcement of a criminal, quasi-criminal, civil or administrative nature, but only to the extent that the release of the record would create a high probability of disclosure of the identity of an information source or witness to whom confidentiality has been reasonably promised, which information would reasonably tend to disclose the source witness’s identity and endanger the life or physical safety of the informant.

Fetal death records contain information for medical and health use only. Certified copies of fetal death certificates will contain fetus, parent, disposition, physician/certified and cause of death

information only.

Records provided to, statements made by, and work-product of, review board members during the meetings of a child fatality review board, other than the summary statistical reports prepared by the review board.

Procedure:

1. Other than persons under incarceration, the health district shall make all public records requested available for inspection within a reasonable period of time from the date of the request during regular business hours with the exception of published holidays.
2. A member of the general public does not have to identify themselves or file a written request in order to receive the public record. However, you may be asked to fill out a written request, include your name, contact information, and intended use of the information to add clarity to the request. The requestor will be told that a written request is not required, and they may decline to reveal their identity.
3. Confidential records or records protected by State or Federal law will not be provided for inspection and copying.
4. Routine requests for records shall be satisfied immediately including draft and final forms of meeting minutes, budgets, salary information, and personnel rosters.
5. All requests for public records that are not immediately filled shall be acknowledged within three business days. The acknowledgement must include the estimated number of business days it will take to satisfy the request, an estimated cost and any items exempt from disclosure.
6. If the requestor makes an ambiguous or overly broad request, the requestor will be offered an opportunity to revise their request prior to denying the request. A denial must include an explanation and legal authority for the denial.
7. The person desiring the record may choose the method of duplication, as long as it is the same medium upon which the public office keeps it, or some other means that is a normal part of the operation.
8. If there are any redactions, each redaction must be accompanied by supporting legal authority.
9. If a copy is requested by mail, the person requesting the copy will receive it in a reasonable time. The health district will charge the actual amount of postage required and the requestor shall pay prior to the information being mailed.
10. A person may obtain copies of closed nuisance reports. The informant's name may be redacted if confidentiality was promised to that informant. If the

- informant is another government agency, that information shall not be withheld.
11. The health district shall charge the actual cost to photocopy the records requested. Costs include paper, supplies, ink, toner, repair, medium, and postage. The individual or organization requesting copies of records shall remit full payment of photocopy fees prior to the release of the information by the health district.
 12. Personnel files are public records and must be released for inspection upon request, with certain exceptions. Exceptions include protected health information, social security number, and records specifically compiled in reasonable anticipation of litigations. Records that pertain to employee discipline are public records and must be released upon request.
 13. The determination of whether a record is a public record is defined in Ohio Revised Code 149.43. Any denial of public records will include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by supporting explanation including legal authority.

RESPONIBIITY: The Health Commissioner

SUPPLIES: Records Inventory form, RC-1 Application for One-Time Disposal of Obsolete Records form, Instructions- RC-1 form, RC-2 Schedule of Records Retention and Disposition form, Instructions- RC-2 form, RC-3 Certificate of Records Disposal form, Instructions- RC-3 form, storage boxes, central file folder, Form A

RELATED POLICIES: Records Retention

PERFORMED BY: The Health Commissioner Executive Assistant