

Mental Health and Recovery Board Public Records Request

For information concerning a Public Records Request to the Mahoning County Mental Health and Recovery Board please see the Policy below.

Any questions please contact Duane Piccirilli - dpiccirilli@mahoningcountyoh.gov

MAHONING COUNTY MENTAL HEALTH & RECOVERY BOARD
222 W. Federal St. Suite 201
Youngstown, Ohio 44503

SUBJECT: Public Access to Records	Standard: I-A.3 Page: 1 of 2
Effective Date: 1-25-16 Approved By: Mahoning County Mental Health & Recovery Board Approval Date: 1-25-16 Revision Dates: 1-27-20	Other Applicable standard: Ohio Public Records Section 149.43, ORC Supersedes: All policies adopted prior to effective date.

Purpose:

The purpose of this policy is to comply with the Ohio Public Records Act and Section 149.43, Ohio Revised Code, which allows for *prompt* inspection of public records and upon request, copies of public records within a *reasonable* amount of time. This policy pertains to both paper and electronic records.

Policy and Provisions:

The Mahoning County Mental Health & Recovery Board (MCMHRB) recognizes that most records generated by, and for the operation of the MCMHRB, 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.

Procedure:

1. Requests to review public records may be made to any MCMHRB staff member, which in turn will be forwarded to the Executive Director (Public Records Custodian). All requests will be documented, cleared through the Prosecutor’s office and kept in the records review log. The Public Records Custodian will respond to the request within a reasonable amount of time.
2. On-site review of public records, if requested will be made in the presence of the Public Records Custodian or designee during normal business hours.
3. Copies of public records may be requested. Copies will be made by MCMHRB staff and will be provided to the requestor at a duplication cost of \$.25 per page. The MCMHRB will not charge for employee time in gathering or reviewing the records. Full payment must be received before copies are given to the requestor.
4. Mail requests to review public records will be forwarded to the Public Records Custodian, who will respond to the request within a reasonable amount of time.
5. All records will be stamped with MCMHRB on each page to ensure authenticity.

MAHONING COUNTY MENTAL HEALTH RECOVERY BOARD

222 W. Federal St. Suite 201

Youngstown, Ohio 44503

SUBJECT: Public Access to Records

Standard: I-A.3

Page 2 of 2

Effective Date: 1-25-16

**Approved By: Mahoning County Mental
Health & Recovery Board**

Approval Date: 1-25-16

Revision Dates: 1-27-20

Other Applicable standard:

**Ohio Public Records Act
Section 149.43, ORC**

Supersedes: All policies adopted prior to effective date.

6. The requestor does not need to identify him or herself or explain the intended use of any requested public document. The Public Records Custodian cannot deny access due to a requestor's refusal to answer these questions.
7. 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 Public Records Custodian will inform staff whose file(s) were included in the request and contact the Prosecutor's office for direction on the request/release. Personal information regarding the employee, or his or her family that is not a public record, will not be released.
8. Questions or complaints about the public access to records can be made to the Ohio Auditor of State's Office at (800) 282-0370 or the Open Government Unit Director at (800) 345-2519.
9. The MCMHRB will post the Board's Public Records Policy, with all required postings, in a conspicuous place.