

PUBLIC RECORDS POLICY

It is LMHA's policy to comply with Ohio's Public Records Act, Ohio Revised Code 149.43. To achieve compliance, the following guidelines will be observed:

1. LMHA's records are public, unless they are specifically exempt from disclosure under the Ohio Revised Code. "Record" includes any document or device, whether paper, electronic, or other format, which is created or received under the jurisdiction of LMHA and which documents LMHA's organization, functions, policies, decisions, procedures, operations, or its other activities.
2. Some records maintained by LMHA are not "public records" and are therefore exempt from disclosure. The following list shows a few examples of records that are not public records: social security numbers, medical records; trial preparation records; records and communications by and between LMHA and its attorneys; certain records with the Ohio Civil Rights Commission; records of the recreational activities of a person under the age of eighteen, which includes the person's address, telephone number, social security number, birth date, photograph and more; certain day-care records, and records the release of which are prohibited by state or federal law.
3. All requests should be directed to LMHA's Executive Director and LMHA prefers that its form be used, which is attached. The requester need not put a request in writing, or provide his or her identity or the intended use of the requested records.
4. All requests for records, which are made in person, must occur during normal office hours, Monday through Friday from 8:30 a.m. to 5:00 p.m., excluding holidays.
5. LMHA may limit the requester's number of records, that LMHA mails by U.S. mail, to ten per month, unless the requester certifies to LMHA in writing that the requester does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. For purposes of this division, "commercial" shall be narrowly construed and does not include reporting or gathering news, reporting or gathering information to assist citizen oversight or understanding of the operation or activities of government, per Ohio Revised Code 149.43(B)(7).
6. If a requester makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records under this section such that LMHA cannot reasonably identify what public records are being requested, LMHA may deny the request but shall provide the requester with an opportunity to revise the request by informing the requester of the manner in which LMHA's records are maintained and accessed.
7. All requests for public records should either be satisfied or be acknowledged in writing by LMHA within five (5) business days following receipt. If a request will not be satisfied within five (5) business days, a notice of receipt should be sent to the requester, including at least the following terms: Description of house records are kept (if necessary); estimated cost if copies are requested (see below).

8. Copies of public records must be made within a reasonable period of time. “Promptly” and “reasonable period of time” take into account the volume of records requested, where the records are stored, and time for any legal review and/or redaction. Records prepared for inspection may be viewed during regular business hours. LMHA will provide copies of public records on paper, on the medium on which they are kept, or on any other medium LMHA determines it reasonably can duplicate the records as an integral part of normal operations. If portions of a record are public and portions are exempt, the exempt portions will be redacted and the rest released. Redacted portion will be obvious. Denial of all or any part of any public record requested shall include an explanation for the denial, including legal authority.
9. There is no charge for viewing (inspecting) public records or for electronic records e-mailed to the requester.
10. Copies of public records may be charged at the following rates (actual costs):
 - Paper copies - 5 cents per page.
 - The charge for copies of microfilm or microfiche, blueprints, maps, plats, or other large single documents not covered above shall be the actual cost for outside reproduction.
 - The charge for books and other multi-page volumes printed by the LMHA (i.e., annual budget, comprehensive grant, various financial reports, not covered above, and photographic reproductions and cassette tapes or video tapes shall be the cost to the LMHA.
 - Downloaded computer files on a compact disc – \$1 per disc.
 - Requesters may have records mailed to them by paying LMHA the actual cost of postage and mailing supplies.
11. If the content of an e-mail or other electronic communication meets the definition of a public record, (see “Records” above), it is subject to disclosure, whether it is in a public, or private, e-mail account. Requests for e-mail records will be treated in the same fashion as records in other formats.

REQUEST FOR PUBLIC RECORDS FROM
LUCAS METROPOLITAN HOUSING AUTHORITY

Date

Name of Requesting Party (Optional)

Street Address

City State Zip Code

Information Requested:

Information is to be _____ mailed, provide address
_____ picked up personally
_____ sent to this email address:

Signature of Requesting Party (Optional)

CHARGES:
_____ pages at \$ _____ = \$ _____

Other _____ = \$ _____

Total charge: \$ _____

(Forward payment and copy of receipt to Accounting Department)

Payment received by: _____
LMHA employee Date