

SOUTHWEST OHIO ORGANIZATION FOR SCHOOL HEALTH (SWOOSH) PUBLIC RECORDS POLICY

SWOOSH is responsible for maintaining public records consistent with and in adherence to Ohio's Public Records Act. Openness leads to a better informed citizenry, which leads to better government and public policy. It is the intent of SWOOSH to comply with the spirit and letter of the Act by making applicable records available to residents of Ohio for inspection and reproduction.

1. Public Records

SWOOSH, in accordance with the Ohio Revised Code, defines "public records" as a document (paper, electronic, or other format) created, received, or which comes under the jurisdiction of SWOOSH or its employees documenting the organization, functions, policies, decisions, procedures, operations, or other activities of the office during the time a request is made. "Public records" do not include medical records, documents containing genetic information, trial preparation records, confidential law enforcement investigatory records, records which are prohibited from release under State or Federal law, and any other exceptions under applicable State or Federal law.

2. Record Requests

Each request for public records will be evaluated for a response at the time it is made. No specific language is required to make a request for public records. However, the requester must identify the records requested with sufficient clarity to allow SWOOSH to identify, retrieve, and review the records.

- 2.1. If it is unclear what records are being sought, SWOOSH or its designee may deny the request but shall provide the requester an opportunity to revise the request by informing the requester of the manner in which SWOOSH keeps its records.
- 2.2. SWOOSH may ask the requester to put a public records request in writing, may ask for the requester's identity, and the intended use for the information being requested if this information enhances the organization's ability to respond to the request. However, the requester does not have to put the request in writing, and does not have to provide his or her identity, or the intended use of the requested public record. Requesters will be informed that they are not required to put their request in writing, provide their identity, or purpose of the request.
- 2.3. In processing a request for inspection of public record, a SWOOSH employee may accompany the requester during inspection to make certain original records are not taken or altered.

3. Responding to Records Requests

Public records are available for inspection during regular business hours with the exception of published holidays. Public records will be promptly prepared and made available for inspection. A reasonable period of time may be necessary due to the volume of records requested, the proximity of the location

where the records are stored, and/or for SWOOSH to review and redact non-public/confidential information contained in the record. The requester shall be notified of any redaction or made plainly visible.

- 3.1. SWOOSH will acknowledge the request at the time of receipt and respond in manner in which the request was made.
- 3.2. Requests deemed significantly beyond routine, such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement shall include:
 - 3.2.1. An estimated number of business days it will take to satisfy the request;
 - 3.2.2. An estimated cost if copies are requested; and
 - 3.2.3. Any items that may be exempt from disclosure.
- 3.3. SWOOSH is authorized to grant or refuse access to the records in accordance with the law. Any denial of public records requested must include an explanation, including legal authority.

4. Electronic Records

Documents in electronic format are records as defined by the Ohio Revised Code when their content relates to the business of SWOOSH (i.e., such records serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of SWOOSH). Electronic records shall be treated in the same fashion as records in other formats and follow the same retention schedule.

- 4.1. Records in private accounts or personal devices are subject to disclosure if their content relates to public business. All employees or representatives of SWOOSH are instructed to retain public records from private accounts to their business accounts and/or provide copies to SWOOSH or its designee.
- 4.2. "Private records" and documents that do not serve to document SWOOSH's organization, functions, policies, decisions, procedures, operations or other activities are not public records.

5. Costs for Public Records

Those seeking public records may be charged only for the actual cost of making copies, and the requester may be required to pay in advance for the actual costs involved in providing the copies. The charge for copies is \$.02 per page. The charge for electronic files downloaded to a compact disc is \$1 per disc. Requesters may be charged the actual cost of postage and mailing supplies if records are mailed.

6. Managing Records

It is the policy of SWOOSH that as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Record retention schedules will be updated regularly and posted on the SWOOSH website at www.swoosh.org.