

Public Records Policy

Purpose

It is the policy of Portage Metropolitan Housing Authority to create and maintain records necessary for the adequate and proper documentation of the organization, functions, policies, procedures, decisions and essential transactions of the agency.

It is the stated intent of PMHA to comply in all respects with Ohio Public Records Law. Any provision in this policy inconsistent with Chapter 149 of the Ohio Revised Code shall be null and void.

Requests for Public Records

A request for public records may be verbal or in written form. When a written request or disclosure of the identity or intended use would benefit the requester by enhancing the ability of PMHA to identify, locate or deliver the public records sought, PMHA may ask the requester to make the request in writing, may ask for the requester's identity and may inquire about the intended use of the information requested, but may do so only after disclosing to the requester that a written request is not mandatory and that the requester may decline to reveal the requester's identity or the intended use.

Requests for public records shall be directed to the Assistant Director, who will review the request in consultation with the Executive Director and/or legal counsel as necessary. Requests for public records made to other PMHA personnel shall be directed to the Assistant Director, except for requests by individuals desiring to review their own public records.

If a request for records is denied, the requester will be provided with an explanation of the denial, including legal authority for the denial. If the initial request for records was in writing, the explanation will be provided in writing.

If a request for records is denied for ambiguous reasons or is overly broad, or does not reasonably identify the records being requested, PMHA will give the opportunity to revise the request by informing the requester of the manner in which records are maintained and access in ordinary course of PMHA's duties.

Inspection of Public Records

All public records maintained by PMHA shall be made available for inspection by any person at reasonable times during the regular business hours of the agency. No original documents will be permitted to leave the control of PMHA, but are available for inspection under PMHA supervision. There is no charge for the inspection of public records.

Not all records are available for inspection upon demand. Records must often be reviewed and non-public information redacted before inspection can be permitted. Any redaction of information that is exempt from disclosure will be made plainly visible.

Copies of Public Records

Copies of public records shall be made available within a reasonable period of time. Copies of records may be provided upon paper, upon the same type of medium which the record is stored by the agency or any other medium that PMHA determines the record can be reasonably duplicated as a part of normal operations.

PMHA will require pre-payment of all actual costs in excess of one dollar (\$1) for copies, postage and mailing supplies. Costs for copies of medium other than paper will be billed at actual cost of reproduction. PMHA will use U.S. Postal Service regular mail to mail copies of responsive records. PMHA is not required to use private mail carriers or to fax or e-mail records in response to a request.

The person making the request for records will at no time be permitted to make their own copies of records.

Not all records are available for duplication upon demand. Records must often be reviewed and non-public information redacted before copies can be provided. Any redaction of information that is exempt from disclosure will be made plainly visible.

Care of Public Records

Public records shall not be destroyed except as permitted by the PMHA Records Retention Schedule, or as otherwise permitted by law or court order.

Disclosure

A copy of this policy will be posted in a conspicuous place at the PMHA offices. The Assistant Director will sign and acknowledge receipt of this policy. A copy of this policy shall be placed in any manual or handbook of general PMHA policies and procedures for its employees.

Passed September 24, 2007 as Resolution 07-39



PORTAGE METROPOLITAN HOUSING AUTHORITY

Request for Public Records

Date: _____

Name of Requesting Party (Optional): _____

Street Address: _____

City _____ State _____ Zip Code _____

Information Requested: _____

What format would the requester like the records produced: Paper Electronic PDF

How would the requester like to receive the records: Mail In Person Email

Email Address: _____

Signature of Requesting Party (Optional): _____

Request for Public Records should be submitted to Portage Metropolitan Housing Authority, Attn: Public Records Custodian, 2832 State Route 59, Ravenna, OH 44266. If you would like to make a verbal request, please call (330) 297-1489.

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**CHARGES (FOR PMHA USE ONLY)**

\_\_\_\_\_ pages at \$ \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ pages at \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Other \_\_\_\_\_ = \$ \_\_\_\_\_

Total charge: \$ \_\_\_\_\_

Payment received by: \_\_\_\_\_

*Public Records Custodian*

\_\_\_\_\_ *Date*