

# CANTON CITY PUBLIC HEALTH PUBLIC RECORDS POLICY POSTER

This poster is a summary of Canton City Public Health's Public Records Policy

A full copy of Canton City Public Health's Public Records Request Policy (800-014-P) is available for review by request or on CCPH's website at <http://www.cantonhealth.org/?pg=355>.

Canton City Public Health (CCPH) has adopted a Public Records Request Policy for responding to public records request and has created this poster that describes its public records policy and has posted the poster in a conspicuous place in CCPH's office in compliance with Ohio Revised Code Section 149. A copy of CCPH's current Record Retention Schedules are also readily available to the public for inspection. A copy of the Ohio Attorney General's current Ohio Sunshine Laws Update is readily available to the public for inspection by request.

"Public records" are defined by Ohio Revised Code Section 149.43(A)(1) as "records kept by any public office". Kept by a public office has been further defined as the type of item/record typically and actually retained by the office in the ordinary course of its business in order to carry out its duties and functions. This includes any document, device or item, regardless of physical form or characteristic, including an electronic record created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

CCPH employees are familiar with their duties under Ohio Revised Code Section 149.43. The vast majority of records generated and/or maintained by CCPH fit within the definition of "public records" as set forth in Ohio Revised Code and should be immediately available to the general public.

The following persons are designated as "Public Records Officers": 1) Health Commissioner and 2) Fiscal Manager

A person (person includes corporations, individuals, and other governmental agencies) requesting to inspect and/or copy the public records:

1. Does NOT have to provide their name
2. Does NOT have to provide a reason for inspecting and/or copying the public records
3. Does NOT have to make the request in writing – the request can be in writing or verbal
4. May designate another person to inspect or retrieve the copies.
5. Does NOT have to reveal a motive (motive is not relevant)
6. Is NOT required to be an Ohio resident

CCPH shall permit that person to choose to have the public record duplicated upon paper, upon the same medium upon which the public office or person responsible for the public record keeps it, or upon any other medium upon which the public office or person responsible for the public record determines that it reasonable can be duplicated as an integral part of the normal operations of the public office or person responsible for the public record. When the person seeking the copy makes a choice under this division, the public office or person responsible for the public record shall provide a copy of it in accordance with the choice made by the person seeking the copy. Nothing in this section requires a public office or person responsible for the public record to allow the person seeking a copy of the public record to make the copies of the public record.

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 the public office or the person responsible for the requested public record cannot reasonably identify what public records are being requested, the public office or the person responsible for the requested public record 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 records are maintained by the public office and accessed in the ordinary course of the public office's or person's duties.

If a request is ultimately denied, in part or in whole, CCPH shall provide the requester with an explanation, including legal authority, setting forth why the request was denied. If the initial request was provided in writing, the explanation also shall be provided to the requester in writing.