

STATE BOARD OF PSYCHOLOGY of OHIO

POLICY AND PROCEDURE MANUAL

SECTION 9: PUBLIC INFORMATION AND PUBLIC RELATIONS

POLICY 9.2: PUBLIC RECORDS

DATE EFFECTIVE: OCTOBER 15, 2007

REVIEWED AND APPROVED

[Signed copy on file in the Board office]

Executive Director

Date

President

Date

Purpose

To ensure prompt access to public records and to ensure compliance with the Ohio Public Records Act (ORC 149.43), all employees of the State Board of Psychology responsible for making Board records available to the public are expected to comply with this policy. The Board, in accordance with the ORC, defines “record” as including the following: any document—paper, electronic (including, but not limited to, e-mail), or other format—that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the Board. All records of the Board are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

Handling Requests

It is the policy of the Board that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. The Executive Director of the Board shall serve as the agency records custodian.

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow employees of the Board to identify, retrieve, and review the records. If a requester makes an ambiguous or overly broad request, the records custodian shall provide the requester with an opportunity to revise the request. Requests may be made in person, by telephone, or in writing (including e-mail). The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record.

Making Records and Copies Available

Public records are to be available for inspection during regular business hours (8:00 AM to 4:30 PM), with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the records requested. All requests for public records must either be satisfied or acknowledged in writing by the records custodian or designee within five business days following the Board's receipt of the request.

Denials and Redactions

Any denial of records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted in a plainly visible manner and the rest released. If the initial request is in writing, explanations shall be in writing. The Board redacts social security numbers from records prior to release. The Board does not release psychological or other medical records in its possession and does not release records that document investigations that were closed without a formal action of the Board.

Those seeking copies of public records will be charged only the actual cost of making copies. The charge for paper copies is 5 cents per page. The charge for downloaded computer files to a compact disc is \$1 per disc. There is no charge for documents e-mailed. Requesters asking that documents be mailed are charged the actual cost of the postage and mailing supplies.