

OHIO STATE CHIROPRACTIC BOARD PUBLIC RECORDS POLICY

The public records policy of the Board guides employees in making available the materials to which the public is entitled by law. The policy, summarized below, appears in full in the Board's Policies and Procedures Manual. A copy of the most recent edition of the Ohio Sunshine Laws: An Open Government Resource Manual, which explains open records laws, is available at www.OhioAttorneyGeneral.gov/Yellowbook.

DEFINING AND ORGANIZING PUBLIC RECORDS

Records that document the work of the Board are public, unless they are exempt by law from disclosure. Public records laws apply to records in any format, including those that exist on paper, electronically, or on any other media.

MAKING RECORDS ACCESSIBLE

Public records are available for inspection during regular business hours. Records must be provided promptly for inspection, and copies must be made available within a reasonable amount of time. Prompt and reasonable consider the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review and redaction of the records requested.

PROCESSING REQUESTS

Public records are to be available for inspection during regular business hours. 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 consider the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review and redaction of the records requested.

No specific language is required to make a request for public records, nor does the requestor have to put the request in writing or provide their identity or the intended use of the public records requested. However, the requester must at least identify the records requested with enough clarity to allow the office to identify, retrieve, and review the records. If it is not clear what records are being sought, the office will contact the requester for clarification, and assist the requester in revising the request by informing the requester of the way the office keeps its public records.

DENIALS OR REDACTIONS

Any denial of a public records request must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions will be redacted, and the rest released. When making public records available for public inspection or copying, the Board will notify the requestor of any redaction or make the redaction plainly visible. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

DETERMINING COPYING AND MAILING CHARGES

There is no charge to inspect public records. Those seeking public records may be charged only the actual cost of making copies, not labor. The charge for paper copies is \$0.05 cents per page. It is permissible to require payment of all costs in advance of delivery. There is no charge for documents e-mailed. The requester may choose whether to have the record duplicated upon paper, upon the same medium in which the public record is kept, or upon any other medium on which the office determines that the record can reasonably be duplicated as an integral part of the office's normal operations. If a requester asks that documents be mailed, he or she may be charged the actual cost of the postage and mailing supplies.

MANAGING RECORDS

The records of the Board are subject to records retention schedules, which are available by request.

PUBLIC RECORDS CUSTODIAN

Kelly Caudill, Executive Director

614-644-7032

oscb.chirobd@chr.state.oh.us

77 South High Street, 16th Fl.; Columbus, OH 43215