



PURPOSE

It is the intent of Akron Metropolitan Housing Authority (AMHA) to fully comply with the Ohio's Public Records Act.

DEFINING PUBLIC RECORDS

A "record" is defined by Ohio law to include the following: A document in any format – paper, electronic (including, but not limited to, business e-mail) – that is created, 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 office.

A "public record" is a "record" that is being kept by a public office at the time a public records request is made, subject to applicable exemptions from disclosure under Ohio or federal law, and is maintained in such a way that they can be made available for inspection and copying.

RESPONSE TIMEFRAME

Public records are available for inspection during regular business hours and, upon request, will be made available for inspection as promptly as possible. Copies of public records will 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, the necessity for any legal review and redaction, and other facts and circumstances of the records requested.

It is the goal of AMHA that all requests for public records should be acknowledged in writing or, if feasible, satisfied within seven business days following the office's receipt of the request.

HANDLING REQUESTS

No specific language or format is required to make a request for public records. However, the requester must at least identify the records requested with sufficient clarity to allow the office to identify, retrieve, and review the records. 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(s). While not required, use of AMHA's Public Records Request Form (attached) may help AMHA provide requested public records in a more timely fashion. Requests must be in writing and emailed to the Records Manager at director@akronhousing.org or mailed to Records Manager, Akron Metropolitan Housing Authority, 100 W. Cedar Street, Akron, OH 44307.

AMHA does not have an obligation to create records which are not maintained in the regular course of its business operation or perform a search or research for information in the office's records. An electronic record is deemed to exist so long as a computer is already programmed to produce the record through the office's standard use of sorting, filtering, or querying features.

An AMHA representative may accompany the requester during inspection to make certain original records are not taken or altered.

A copy of the most recent edition of the Ohio Sunshine Laws Manual is available via the Ohio Attorney General's website (www.OhioAttorneyGeneral.gov/YellowBook) for the purpose of keeping AMHA employees and the public aware of the obligations under Ohio's Public Records Act, Ohio's Open Meetings Act, records retention laws, and the Personal Information Systems Act.

ELECTRONIC RECORDS

Records in the form of e-mail, text messaging, and instant messaging, including those sent and received via a hand-held communications device, are to be treated in the same fashion as records in other formats, such as paper or audiotape.



Public record content transmitted to or from private accounts or personal devices is subject to disclosure. All AMHA employees or representatives of this office are required to retain their e-mail records and other electronic records in accordance with applicable records retention schedules if the e-mail or electronic communication is a business record as defined by Ohio law.

DENIAL AND REDACTION OF RECORDS

If a records request is ambiguous or overly broad, and AMHA cannot reasonably identify what public records are being requested, the request may be denied. AMHA will provide the requester an opportunity to revise the request. If portions of a record are public and portions are exempt, the exempt portions may be redacted. When making public records available for public inspection or copying, the office shall notify the requester of any redaction or make the redaction plainly visible. If AMHA withholds, redacts, or otherwise denies requested records, it will provide an explanation, including legal authority, for the denial(s). If the initial request was made in writing, the explanation will also be in writing.

COPYING AND MAILING COSTS

A requester will be charged the actual cost of the postage and mailing supplies, or other actual costs of delivery. There is no charge for e-mailed documents.

Those seeking public records will be charged only the actual cost of making copies, not labor. The charge for paper copies is **0.10** cents per page and/or the cost of electronic medium.

Payment for actual costs will be required in advance. The requester may choose whether to have the record duplicated upon paper, upon the same medium on which the public record is kept, or upon any other medium on which the office determines that the record can reasonably be duplicated under the office's normal operations.

MANAGING RECORDS

AMHA's records are subject to records retention schedules. The current schedules are available by request in the same manner as for public records.