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## **PUBLIC RECORDS REQUEST POLICY**

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### **Section 1**

#### **PUBLIC RECORDS**

Stark Metropolitan Housing Authority (“SMHA”), in accordance with the Ohio Revised Code, defines records 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 office.

#### **Section 1.1**

It is the policy of SMHA that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Additionally, record retention schedules are to be updated regularly and posted prominently.

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**Section 2****RECORD REQUESTS**

Each request for public records should be evaluated for a response using the following guidelines:

**Section 2.1**

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must contact the requester for clarification, and should assist the requestor in revising the request by informing the requestor of the manner in which the office keeps its records.

**Section 2.2**

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.

**Section 2.3**

Public records are to be available for inspection during regular business hours, 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 and/or redaction of the records requested.

**Section 2.4**

If any portion of your request for records is denied because the records are exempt from disclosure under the law, SMHA will inform you which records you have requested are not public and/or will clearly redact exempt information and provide an explanation regarding portions of the record(s) that have been redacted. In addition, SMHA will provide you with the legal authority upon which it has relied.

**Section 3****COSTS FOR PUBLIC RECORDS**

Those seeking public records will be charged the actual cost of making and/or mailing copies in addition to any other applicable charges.

**Section 3.1**

The charge for paper copies is .15¢ per page.

**Section 3.2**

The charges for downloading computer files to a compact disc is \$1 per compact disc or to a thumb drive is \$5.00 per thumb drive.

**Section 3.3**

There is no charge for documents e-mailed to the requester.

**Section 3.4**

The Director of Legal Services, who serves as the records custodian, may be contacted with any questions and/or concerns at 330-454-8051.