

# The Ohio Public Records Act

Scioto County Board of DD is a public body subject to the requirements of the Ohio Public Records Act found in Ohio Revised Code Section 149.43.

Examples of public records prepared and maintained by the Scioto County Board of DD include, but are not limited to, the following:

- ✧ Reports received at and minutes of meetings of the Board
- ✧ Budgets and financial statements of the agency
- ✧ Contracts the agency has with providers of goods and/or services
- ✧ Administrative policies and procedures



## WHERE?

Records requests are processed by the Superintendent's Office, Monday through Friday between 8 AM and 4 PM.

Vern Riffe School  
2619 Gallia Street  
Portsmouth, Ohio 45662  
740-353-0637  
Fax: 353-0780



## COST?

Those seeking hard copies of public records will be charged only the actual cost of the paper, mailing supplies and postage. Copies transferred to an electronic medium will cost the price of the CD or flash drive. E-mail transmission of records will be done at no cost to the person making the request.

## NEED MORE INFO?

The Board's Public Records Policy is free and available upon request. It's also on our website for downloading: [www.sciotocountydd.org/Resources.aspx](http://www.sciotocountydd.org/Resources.aspx). Then click on the words "Policy Manual" and look in Section 2: Administration.

You have other rights in addition to those listed here. For more information contact the Superintendent's Office.

## PRIVACY PROTECTIONS

Records regarding the individuals and families served by Scioto County DD are not public records and can only be released under certain circumstances with the correct permissions, pursuant to Ohio Revised Code 5126.044 and the federal HIPAA.

