

COLUMBUS METROPOLITAN HOUSING AUTHORITY PUBLIC RECORDS POLICY SUMMARY

WHAT IS A PUBLIC RECORD?

A "public record" is any document, device, or item, regardless of physical form or characteristic, including an electronic record, that serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the Columbus Metropolitan Housing Authority ("CMHA").

PROCEDURES FOR PUBLIC RECORDS REQUESTS:

1. You may request to inspect and/or to have copies of public records held by CMHA by contacting the Executive Assistant at (614) 421-6400.
2. It is not mandatory that a public records request be in writing, and you do not have to disclose your identity or intended use. However, CMHA prefers to receive a completed Public Records Request form which may be obtained by contacting (614) 421-6400. In addition, CMHA may require a written request or disclosure of your identity or intended use where such information is necessary in order for CMHA to identify, locate, or deliver the public record sought.
3. If CMHA cannot tell from the request what records are being sought, or if the request is overly broad, CMHA will contact you for clarification, and will inform you of the manner in which CMHA keeps its records.
4. You may choose to have the public record duplicated upon paper, upon the same medium upon which CMHA keeps it, or upon any other medium upon which CMHA determines that it reasonably can be duplicated.
5. If you request records the release of which is prohibited or exempted by either state or federal law, or which are not considered public records as defined in R.C. 149.43, CMHA will inform you that such records will not be provided.
6. Records will be promptly prepared and made available for inspection. If you want copies of the documents, CMHA may respond by electronic mail or other means. If you want hard copies, the standard charge is \$.09 cents per page if done by CMHA. Postage may be included in the charges. CMHA will require prepayment for the cost involved in providing the copy of the public record.
7. A copy of CMHA's current records retention schedule is available at 880 East 11th Avenue, Attn: Executive Assistant, Columbus, Ohio 43211.
8. A copy of CMHA's full Public Records Policy is available at 880 East 11th Avenue, Columbus, Ohio 43211 or on the Website: www.cmhanet.com.

EXEMPTIONS FROM THE PUBLIC RECORDS LAW:

The following are examples of records exempt from disclosure under the Public Records Law:

1. Employees medical records,
2. Social Security numbers,
3. Certain communications between CMHA and its attorney(s), as well as records compiled in anticipation of or in the course of litigation; and
4. Records the release of which is prohibited by State or Federal law.