

Gallia-Jackson-Meigs Board of Alcohol, Drug Addiction and Mental Health Services
Public Records Request Poster for Display
[ORC 149.43 (E)(1)]

The ADAMHS Board and Employees will comply with the Ohio public Records Law.

Any request for the release or inspection of public records will be directed to the Board. Upon the request and within a reasonable period of time, the records must be made available to view at no cost and when copies are requested a fee must be charged at a reasonable cost.

1. If the person chooses to obtain copies of the records, the Department/Agency or person responsible for the records must permit the person to choose to have the records duplicated.
 - A. Upon paper;
 - B. Upon the same medium upon which is kept;
 - C. Upon another medium which the public office/person responsible for the record determines that it is reasonable, can be duplicated as an integral part of operations.
 - D. Records may be mailed to the person requesting the records at the cost associated with mailing the documents.
 - E. A limit will be placed to ten requests per month for any given person that requests documents unless such person certifies that the documents are not for commercial use.
2. Exception to documents

The ADAMHS Board shall reject any request for documents that meet the following categories:

- A. Incarcerated adult or a delinquent child to inspect or obtain a copy of a public record concerning a criminal or delinquent child investigation or prosecution. Except, if a request is for the purpose of acquiring information that is subject to release as a public record and only if the sentencing or adjudicating court finds that the information sought is necessary to support what appears to be a justiciable claim;
- B. Medical records;
- C. Records pertaining to probation and parole proceedings;
- D. Records pertaining to juvenile court action for consent to the performance/inducement of an adoption upon an unmarried, un-emancipated minor child without parental notification and to appeals of decisions in those actions.
- E. Records pertaining to adoption proceedings and related records.
- F. Information in a punitive Father Registry record.
- G. Confidential law enforcement investigatory records.
- H. DNA records.
- I. The Department of Rehabilitation and Correction to the Department of Youth Services or court of record.
- J. Intellectual property records
- K. Donor profile records.
- L. Records maintained by the Department of Family Services to locate individuals for the purpose establishing paternity, or establishing, modifying and enforcing support orders or investigation in detecting fraud.
- M. Information pertaining to the recreational activities of a person under 18.
- N. Information and reports presented to a child fatality review board to include statements made during the Board meeting.
- O. Active law enforcement investigation.
- P. Personal information of law enforcement personnel.
- Q. Social security numbers of county employees.
- R. Other.

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3. If a public record contains information that is exempt from disclosure and some information that are not, the information that is exempt must be edited out (black out).