Coshocton Public Health District Record Retention Schedule



For questions about the Public Records Policy and Retention Schedule, contact:

**Coshocton Public Health District**

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**Coshocton County Public Records Policy**

**Coshocton County acknowledges that it maintains many records that are used in the administration and operation of Coshocton County. In accordance with state law and the Coshocton County Records Commission, Coshocton County has adopted Schedules of Records Retention and Disposition (RC-2) that identify these records: These schedules identify records that are stored on a fixed medium (paper,**

**computer, film, etc.) that are created, received, or sent under the jurisdiction of Coshocton County and document the organization, functions, policies, decisions, procedures, operations, or other activities of Coshocton County. (R.C. 149.011(G); R.C. 149.43(A) (1)). The records maintained by Coshocton County and the ability to access them are a means to provide trust between the public and Coshocton County.**

**I. Scope:**

**A. Each office, department or function that maintains records has a designated employee who serves as the custodian of all records maintained by the office, department or function.**

**1. Each record custodian has a copy of Coshocton County’s public records policy. (R.C. 149:43(E)(2)).**

**B. Coshocton County’s public record policy, as well as, Coshocton County’s Schedules of Records Retention and Disposition (RC-2) are located at every location in which the public may access Coshocton County’s records.**

**C. Coshocton County’s public records policy is located in Coshocton County’s policies and procedures manual.**

**D. Coshocton County displays a poster which generally describes Coshocton County’s public records policy at every location in which the public may access Coshocton County’s records.**

 **II. Fees:**

**A. Coshocton County, in accordance with Section 149.43 of the Revised Code, has established the following fees for providing copies or reproductions of public records maintained by Coshocton County:**

**1. For photocopies of either letter or legal-size documents, the fees shall be [actual cost] per photocopy calculated from the first photocopy. Advance payment is required before any copies are prepared. Two sided photocopies shall be charged at a rate of [actual cost] per sheet.**

**2. For video tapes, cassette tapes or for any other type of media, the fee shall be the replacement cost or the reproduction (copying) cost. Reproduction costs may only be charged if a commercial or professional service is contracted to provide the copy.**

**3. Established costs/fees •under this policy shall: be clearly posted and visible to the public at all locations authorized to provide copies of public records.**

**III. Availability Inspection**

**A. All public records maintained by Coshocton County shall be promptly prepared and made available for inspection to any person during regular business hours as well as a copy of the (public office's] current records retention schedule(s). (R.C. 149.43(B)(1)). (Promptness is to be determined by the facts and circumstances of each public records request)). Regular business hours for Coshocton County are Monday through Friday (except holidays), from 8:00am to 4:00 pm.**

**B. For the purpose of enhancing the ability of Coshocton County to identify, provide for prompt inspection as well as, provide copies of the requested items in a reasonable period of time, Coshocton County shall provide to the requester with a Coshocton County Records Request form for the requester to complete.**

**1. Prompt inspection and copies of records within a reasonable amount of time contemplates the opportunity for legal review.**

**2. Although Coshocton County may ask the requestor to make the request in writing, for the requestor's identity, and may inquire about the intended use of the information requested, the requester shall be advised that:**

**a. The requests are not mandatory; and**

**b. The requestor's refusal to complete a Coshocton County Records Request form does not impair the requestor's right to inspect and/or receive copies of the public record. (R.C. 149.43(B)(5)).**

**3. Any person, including corporations, individuals, and even governmental agencies, may request public records, and will be allowed prompt inspection of public records and copies within a reasonable amount of time upon request.**

**C. In the event a request is made to inspect and/or obtain a copy of a record maintained by Coshocton County whose release may be prohibited or exempted by either state or federal law, the request shall be forwarded to legal counsel for Coshocton County for research and/or review. 'The person submitting the request shall be advised that their request is being reviewed by legal counsel to ensure that protected and/or exempted information is not improperly released by Coshocton County.**

**D. Records, whose release is prohibited or exempted by either state or federal law, or not considered public records as defined by R.C. 149.43(A)(1), shall NOT be subject to public inspection. The following represents a partial list of records maintained by Coshocton County, that may not be inspected or copied:**

**1. [Public Office's known records which are exempt from disclosure].**

**Public Records Requests**

**A. Mailed Requests for Public Records:**

**1. Upon receiving a written request for copies of a public record made in accordance with section 149.43 of the Ohio Revised Code via the United States Postal Service, Coshocton County shall promptly respond to the request.**

**2. An authorized employee of Coshocton County shall, by any means practical, contact the requestor and advise them that advance payment is required prior to providing copies of public records, and in addition, the fee shall also include the cost of postage and the envelope. (R.C. 149.43(B)(7)).**

**3. When practical, Coshocton County may forward copied records by any other means reasonably acceptable to the requestor.**

**a. If a person requests a copy of a public record, Coshocton County shall permit the requestor to choose to have the public record duplicated on paper or upon the same medium upon which Coshocton County maintains the public record or upon any other medium on which the record can reasonably be duplicated as an integral part of the normal operations of Coshocton County, or the responsible Coshocton County employee for the public record. (R.C. 149.43(B)(6)(7)).**

**b. Persons seeking copies of public records are riot permitted to make their own copies of the requested records by any means. (R.C. 149.43(B)(6)).**

**4. In accordance with section 149.43(B)(7) of the Ohio Revised Code, Coshocton County limits the number of requested public records, to be transmitted through the U. S. Mail, to a maximum of ten records per month, unless the requestor certifies that the records or information in them will not be used: for commercial purposes.**

**a. "Commercial purposes" shall be narrowly construed and does not include reporting or gathering news, reporting or gathering information to assist citizen oversight or understanding of the operation or activities of government, or nonprofit educational research.**

**5. Authorized Coshocton County employees shall comply with the following procedures upon receiving a valid public record request through the United States Postal System:**

 **a. Coshocton County employees shall promptly process requests.**

**b. Requestors shall be charged the postage fees and the cost of the envelope required to properly send the requested records through the mail.**

**B. Written or verbal requests for copies made by the public records requester or their designee shall be processed in the same manner as mailed requests.**

**Response and Denials**

**A. Requests for inspection and/or copies of public records, which are not maintained by the [public office shall be processed in the following manner:**

**1. If Coshocton County receives a request for a record that it does not maintain or the request is for a record which is no longer maintained, the requestor shall be so notified in writing utilizing a Coshocton County Records Request form that one of the following applies:**

**a. Their request involves records that have never been maintained by Coshocton County;**

**b. Their request involves records that are no longer maintained or have been disposed of or transferred pursuant to applicable Coshocton County Schedules of Record Retention and Disposition (RC-2);**

**c. Their request involves a record that has been disposed of pursuant to an Application of the One-Time Records Disposal (RC-1);**

**d. If the record that is requested is not a record used or maintained by Coshocton County, the requestor shall be notified that in accordance with Ohio Revised Code Section 149.40, that Coshocton County is under no obligation to create records to meet public record requests.**

**B. Ambiguous or Overly Broad Request for Public Records**

**If a requestor makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records such that Coshocton County responsible for the requested public record cannot reasonably identify what public records are being requested:**

**1. Coshocton County may deny the request.**

**2. However, Coshocton County shall provide the requester with an opportunity to revise the request by informing the requestor of the manner in which records are maintained by Coshocton County in the ordinary course of business. (R.C. 149.43(13)(2)).**

**C. Denial of a Record Maintained by Coshocton County Coshocton County may deny request for a record maintained by Coshocton County if:**

**1. The record that is requested is prohibited from release due to applicable state or federal law.**

**a. Employees of Coshocton County shall consult legal counsel if they are unsure of whether the record requested should be withheld from disclosure.**

**i. Employees may check the appropriate box on the Coshocton County Records Request form if they are simply applying the statutory exclusion.**

**ii. Otherwise, legal counsel will respond with the legal authority for a denial.**

**2. As governed by R.C. 149.43(B)(3), if a request is ultimately denied, in part or in whole, Coshocton County shall provide the requestor with an explanation, including legal authority, setting forth why the request was denied.**

**a. If the initial request was provided in writing, then the explanation shall also be provided in writing.**

**b. The explanation shall not preclude Coshocton County from relying upon additional reasons or legal authority in defending an action commenced pursuant to R.C. 149.43.**

**D. Redacting Exempted Records/Procedure**

**1. "Redaction" means obscuring or deleting any information that is exempt from the duty to permit public inspection or copying from an item that otherwise meets the definition of a "record" in section149.011 of the Ohio Revised Code. (R.C. 149.43 (A)(11));**

**a. A redaction shall be deemed a denial of a request to inspect or copy the redacted information, except if federal or state law authorizes or requires a public office to make the redaction. (R.C. 149.43(B)(1)).**

**b. If a request is ultimately denied, in part or in whole, Coshocton County shall provide the requester with an explanation, including legal authority, setting forth why the request was denied. (R.C. 149.43 (B)(3)).**

**2. If a public record contains certain information that is exempt from the duty to permit public inspection or to copy the public record, Coshocton County shall make available of the information within the public record that is not exempt.**

**3. When making that public record available for public inspection or copying that public record, Coshocton County shall notify the requester of any redaction or make the redaction plainly visible. (R.C. 149.43(B)(1)).**

**4. The releasing employee shall then reproduce a copy of the page with the redactions; the resulting copy shall be the page that is released to the requester.**

**5. The first reproduction page with the original redactions made by the employee is the work sheet. It shall be attached to the original record, and maintained in accordance with the retention period established for the original document.**

**Remedy A. Grievances**

**1. If a person allegedly is aggrieved due to the inability to inspect a public record or due to the inability to receive a copy of the public record, the person shall be advised that they may:**

 **a. Contact Coshocton County’s senior representative.**

**b. If the person is not satisfied after contacting: Coshocton County’s senior representative they shall be advised that Ohio Revised Code section 149.43 provides a legal means for addressing their complaint in these disputes. (R.C. 149.43(C)(1)(2)).**

**V. Training and Education**

**The Coshocton County office continues to update and address all education, training, disclosure, and policy requirements mandated by R.C. 109.43 and R.C. 149.43(E)(1)(2).**

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| Record Series: | Description: | Retention Period: |

**Administration and Board Records**

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| Application for State Subsidy | Reports and documentation sent to state related to state subsidy funding. | 3 years |
| Car Seat Records | Records pertaining to the care seat distribution program administered by the Health District | 5 years |
| Child Fatality Investigation Records | Reviews and reports by Child Fatality Review Board of child deaths occurring in the county. | 5 years |
| Community Health Plan and Assessments | Includes report on the strategies and objectives for improving health conditions in the county and reports of the current status of health conditions. | Permanent  |
| Community Program/Training Records | Records related to educational programs/training sponsored by the Health District including Child Passenger Safety, Minority Outreach, Safe and Sound and Wellness Consortium. | 5 years |
| Fee Establishment Cost Methodology for NON-ODH Audited Programs | Records supporting the methodology for establishing fees for NON-ODH audited programs. | Until Fee is Revised |
| Fee Establishment Cost Methodology for ODH Audited Programs | Records supporting the methodology for establishing fees for ODH audited programs. | 6 months after ODH Audit |
| Local Board of Health Regulations | Regulations imposed by the local Board of Health | Until Superseded |
| Minutes of the Board of Health | Records from meetings of the Board of Health | Permanent  |
| Minutes of the District Advisory | Records from meetings of the District Advisory Council, which make appointments to the Board of Health, reviews the Annual Report of the BOH and advises the BOH on matters of public health within the county. The District Advisory consists of the Chairperson of Trustees from each township, Mayor from each village and a representative from the Board of County Commissioners. | Permanent |
| Participant Release Forms | Forms signed by participants of the Health District’s programs releasing the Health District of liability. | 5 years |
| Surveys/Audits | Audits conducted by state to assess adherence to program standards. Includes campgrounds, commercial food service, pools, private water and septic systems, Solid Waste Program, etc.  | 6 years |
| Variance Requests | Documenting requests for a change to rules or regulations enforced by the Health District. | Permanent |
| Bonds | Bond documentation for septic/plumbing installers and septic haulers. | 1 year after cancellation |

**Vital Statistics**

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| Affidavits for Birth and Death Certificates | Corrections made to birth or death certificates including address, social security number, etc. | Permanent |
| Birth Certificates | Copies of birth certificates for all births in county. Originals maintained by Ohio Department of Health | Permanent |
| Birth/Death Certificates Applications and Logs | Applications for certified copies of birth and death certificates | 3 years after ODH Audit |
| Burial Permits | Permits issued to funeral director or person in charge of interment. | 5 years |
| Death Certificates  | Formal documents verifying that a person has died. | Permanent |
| Fetal Death Reports | Formal document verifying a stillbirth. | Permanent |
| Vital Statistics Certificates of Service | Documentation related to out-of-state deaths once they are brought back into the state. | 1 year |
| Vital Statistics Reports | Reports sent to Ohio Department of Health that include the number of births and deaths recorded each month. | 6 months after ODH audit |

**Water, Waste and Plumbing Division**

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| Backflow Records | Records pertaining to the inspection of backflow prevention devices. | 2 years |
| Infectious Waste Annual Inspections | Records for the annual inspection for infectious waste. | 5 years |
| Nuisance Complaints | Investigation records for nuisance complaints. | 5 years |
| Plumbing Permit and Installation Records | Records pertaining to the installation of permitted commercial and residential plumbing jobs including plumbing applications, permits and inspections. | 5 years |
| Private Water System Permit and Installation Records | Information pertaining to the installation of permitted private water systems including applications, permits, tests and inspections | 1 year after system abandoned or application expires. |
| Private Water System Inspections | Assessments of a private water system performed at the request of a homeowner and paid for by the homeowner. | 5 years |
| Registrations | Registration records for contractors registered with the Board of Health including septic installers and haulers, water trucks and plumbing. | 2 years |
| Septic System Inspections | Information pertaining to the assessment/inspection and maintenance of septic systems. | 7 years (OAC 3701-29-09(K)) |
| Septic System Permit and Installation Records | Records pertaining to the installation, alteration or abandonment of septic systems. | 1 year after system abandoned (OAC 3701-29-09(K)) |
| Sewage Treatment System Design Approvals | Sewage treatment system designs approved by the board of health as part of a site review. | 5 years after approval (OAC 3701-29-09(A)(4)) |
| Sanitary Orders | Records of orders submitted to property owners in violation of local regulations. | 5 years after compliance achieved |
| Septic System Rehab Files | Applications, income qualifications, property mortgage, contracts, bids and other records pertaining to septic systems installed using septic rehabs funds. | 5 years from the date mortgage is released |
| Solid Waste Facility Inspections | Information pertaining to the operation and maintenance of a solid waste facility. | 5 years |
| Solid Waste Site Hazardous Waste Records | Information pertaining to the operation and maintenance of a hazardous waste site. | Permanent |
| Subdivision and Lot Review Records | Information pertaining to a proposed subdivision and/or existing lot review including maps of existing and proposed lots. | 5 years |
| Truck Inspections | Inspection records for solid waste, septic and private water trucks | 2 years |

**Environmental Health Division**

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| Animal Bite Case Files | Includes animal bite investigations, reports and lab reports. | 3 years |
| Beach Sample Records | Water samples collected at beaches within the Health District. | 1 year |
| Environmental Studies and Projects | Documentation of comprehensive studies and projects related to environmental health, conducted by the Health District | Permanent  |
| Facility/Operation Plans- Food Service | Facility Plans for operation of food service, park/camps, etc. May include site evaluations and related records. | 1 year after licensed facility closes |
| Inspection and Investigation Records | Inspection and complaint records related to all types of environmental health inspections/investigations. Includes food, and foodborne illnesses, manufactured home park, schools, tattoo/body piercing, marinas, pool/spa, parks/camps, etc. | 5 years; All existing inspections for a closed facility should be pulled and maintained for 5 years after facility closure  |
| License Applications | License Applications for food, manufactured home parks, tattoo/body piercing, marinas, pool/spa, park/camps, etc. | 2 years, provided audited by ODH/ODA |
| License Transmittals | Records documenting licenses issued and the portion of fees remitted to the ODH. | 3 years, provided audited |
| License Transmittals | Records documenting licenses issued and the portion of fees remitted to the ODH. | 3 years, provided audited |
| Manufactured Home Installation Records | Records relating to reviewing plans and performing site inspections of Manufactured Homes. | 2 years after installation  |
| Soli/Hazardous Waste Operation Records | Records documenting approval of or closure of a solid/hazardous waste facility. | 5 years after closure |
| Subdivisions and New Lot Approvals | Documentation of review of plans for subdivisions. May include blueprints, correspondence and soil characteristics of proposed subdivisions.  | 5 years |
| YWCA Childcare Program: In-home Inspection Reports | Inspection reports and related records.  | 1 year |

**Nursing/Health Division**

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| Bureau for Children with Medical Handicaps Records | Records pertaining to families receiving Bureau for Children with Medical Handicaps services through the Health District | Until child reaches age 24 |
| Communicable Disease Records | Reports and investigations related to communicable disease within the Health District’s jurisdiction. Includes patient test results. | 6 years after last contact |
| Vaccine Records | Records of individuals receiving vaccines, such as the influenza vaccine, from the Health District | 6 years |
| Immunization Records | Immunizations administered to Patients by the Health District, includes consent forms | Adults – 6 years; Children – Until age 24 |
| Lead Investigation Records | Records of case investigations generated by clients who report lead contamination. | 6 years |
| Medicare/Medicaid Billing Records | Records related to billing of Medicare/Medicaid. | 6 years |
| Orders/Receipts for Drug Biologicals | Financial records related to the order/receipt of drug biologicals. | 3 years |
| Patient Billing Records | Records related to billing of patients | 5 years, provided audited |
| Patient Health Records (Not Otherwise Specified) | All patient medical records including charts, patient files, lab results, medical testing, clinical services, etc. | 6 years after last contact (OAC 3701-83-11) |
| Tuberculosis Case Records – Negative Results | Negative test results for tuberculosis. May be maintained as part of Patient Health Records. | 6 years |
| Vision, Hearing, Lead and other Screening Records | Screening results for vision, hearing and lead tests. May be maintained as part of Patient Health Records.  | Adults – 6 years; Children – Until age 24 |
| WIC program Records | All records related to the supplemental nutrition program for Women, Infants and Children, including client files. | Per Ohio WIC retention schedule |