



Blanchard Valley Center

Hancock County Board of Developmental Disabilities

Public Records Policy and Procedures

WHAT IS A PUBLIC RECORD?

A public record is any “record” kept by a public office (paper, computer, film, etc.) that is created, received, or sent under the jurisdiction of a public office and documents the organization, functions, policies, decisions, procedures, operations, or other activities of the Board. Records regarding individuals with developmental disabilities who are eligible for service from or who are served by the HCBDD are not public records and will be released only in accordance with state and federal law.

PROCEDURES FOR HANDLING A PUBLIC RECORDS REQUEST

1. The HCBDD will respond to public records requests whether written or verbal. A copy of the current retention schedule is available in the Administration office, upon request, and on the HCBDD website, www.blanchardvalley.org.
2. The HCBDD will acknowledge receipt of the request verbally or in writing. You may be asked to put your record request in writing, however, if you decline, the HCBDD must honor your verbal request.
3. If the HCBDD believes it will help ensure the accuracy of its response, you may be asked for identification and the intended use of the request, but you are not obligated to give this information.
4. If a request is too broad, or not clear enough to produce results, the HCBDD will help in revising the request and explain how records are maintained and accessed.
5. If the requested record contains information that is exempt, the HCBDD will make the portion of the record that is not exempt available, and clearly redact the exempt portion of the record.
6. If a request is denied in whole or in part (by redaction), the HCBDD will provide you with an explanation, which includes the legal authority for the denial. If the request was in writing, the explanation of the denial will be in writing.
7. If you want copies of records, the HCBDD may respond by electronic mail or other means if you have no objection. If you want hard copies, charges as follows must be paid in advance: \$0.05 per black and white copy of standard letter or legal size and \$0.07 per color copy. The HCBDD may charge more for larger copies, depending on size. Other media costs (CD's, DVD's) also apply. The HCBDD may charge for delivery, postage and any other costs related to delivery or transmission of records. You may not make your own copies.
8. Records will be promptly prepared and made available for inspection. Promptness includes adequate retrieval time based upon the extent of the request, necessity for legal review and redaction and other facts and circumstances of the records requested.