

WAYNE METROPOLITAN HOUSING AUTHORITY  
PERSONNEL POLICY MANUAL  
PUBLIC RECORDS/CONFIDENTIAL RECORDS

A. Records Available:

The Housing Authority will prepare and make available upon request for inspection and copying any "public record," as defined in Ohio Revised Code (ORC) §149.43. The fee for copies of such records is ten cents (\$0.10) per page.

B. Procedures for Obtaining:

Anyone seeking to inspect or copy any public record must submit a request in writing to the Executive Director that contains the following:

1. the name and address of the party making the request;
2. a specific description of the record being sought; and
3. the total fee amount for copies. (All copy fees must be paid prior to receiving copies of "public records.")

Any request for personnel records being made by an employee must be made on unpaid time and observe the above procedure.

C. Confidentiality:

1. Each employee of the Housing Authority shall treat all documents, publications, and written communications of the Housing Authority as confidential, even if regarded as a "public record" for purposes of ORC §149.43, unless obtained in accordance with the procedure outlined in (B) above.
2. Employees other than the Executive Director are prohibited from discussing any client, document or Housing Authority matter with any person or entity outside of the employ of the Housing Authority except in those cases where the employee engages in discussion with his,/her own attorney concerning an action in which that employee has been named.
3. Employees, provided a release of information has been obtained and as a business necessity, may be authorized to discuss any client, document, or Housing Authority matter with other agencies.

D. Self Help to Records Prohibited:

1. No employee may copy or remove any record or writing, even those regarded as "public records," without first obtaining advanced written permission from the Executive Director or without going through the process for obtaining public records, outlined in (B) above.
2. No employee may copy, or use any agency writing, document, or record in any grievance, appeal, or legal action without first obtaining the written permission of the Executive Director. This particular policy does not apply to matters obtained through formal "discovery" under the Rules of Civil Procedure.
3. Except for official agency business, no employee may have any agency writing or document in his/her possession, unless obtained through this policy.

E. Penalty for Breach of this Policy: Any employee who is discovered to have violated any of the above enumerated policies will be immediately discharged. Any former employee who is discovered to have violated this policy by producing unauthorized documents or tape recordings at any grievance, appeal, or civil action against the Employer will be barred from seeking a remedy of reinstatement, and may be subject to civil or criminal penalties.

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