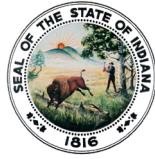




**Indiana
Department
of
Health**



Policies and Procedures

Title: Public Records Requests	Policy #: IDOH-COS-OLA-05
Scope: <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Limited Staff: <u>Scope of application if limited staff</u>	Approvals: <hr/> Kristina Box, MD, FACOG <hr/>
Effective dates: Click or tap to enter a date. to Click or tap to enter a date.	Date <hr/>

Purpose

The purpose of this Policy# IDOH-COS-OLA-05 – Public Records Requests is to ensure: (1) public access, Staff accountability, and timely, appropriate responses to requests for Public Records; and, (2) all requests are handled in a consistent manner and in conformity with the Indiana Access to Public Records Act (APRA).

Definitions

Agency or IDOH: The Department of Health.

Agency Leadership: State Health Commissioner, Deputy State Health Commissioner and his/her direct reports, Chief of Staff and his/her direct reports, and Assistant Health Commissioners.

Agency Management: Staff so designated by Agency Leadership as Directors, Managers and Supervisors.

All Staff: All persons performing work on behalf of the Agency, including, but not limited to, full-time and part-time employees, Agency Leadership, Agency Management, contractors, students, interns, and unpaid volunteers. Any subset of All Staff shall be defined as Limited Staff. (See also, Limited Staff as defined herein)

Denial: A decision of IDOH to refuse to disclose all or part of a requested Public Record.



Title:

Policy #:

Current Version:

Effective Date:

Page: 2 of 5

Designee: A person chosen by an Assistant Commissioner or direct report to the State Health Commissioner or Chief of Staff to be responsible for assisting the IDOH Public Records Coordinator with responses to Public Records requests in the person's Division or Program.

Limited Staff: A subset of All Staff defined for the purposes of a given Policy, Procedure, or other document. In the case of a Policy, for example, the author shall define with specificity to whom the Policy applies. [Clearly define to whom a given Policy applies using the IDOH Policy Naming Convention and Standard Definitions (See Exhibit C to Policy# IDOH-COMM-01 – Policy Management) considering both employment status and area of employment (e.g., Contracted Staff; Lead Program Staff; Field Staff; etc.).]

Public Record: Any writing, paper, report, study, map, photograph, book, card, tape recording, or other material that is created, received, retained, maintained, or filed by or with a public agency and which is generated on paper, paper substitutes, photographic media, chemically based media, magnetic or machine readable media, electronically stored data, or any other material regardless of form or characteristic.

Public Records Coordinator: The person responsible at IDOH for responding to and tracking all Non-Routine and non-media requests.

Routine Request: A request for a public record that the IDOH produces within one (1) business day without any portion of the request being denied.

Non-Routine Request: A request for a public record that:

- (1) The IDOH will not produce within one (1) business day;
- (2) The IDOH will deny or partially deny; or
- (3) The employee receiving the request must seek assistance with.



Title:

Policy #:

Current Version:

Effective Date:

Page: 3 of 5

Policy Statement

It is the policy of ISDH to permit citizens the opportunity to review and copy Public Records so that they may obtain information relating to their government and more fully participate in the governmental process.

ISDH shall have one (1) primary employee, the Public Records Coordinator, who is responsible for Non-Routine Requests. All Designees and employees shall assist the Public Records Coordinator as needed to respond to Non-Routine Requests.

This Policy is consistent with Policy# ISDH-COMM-02 – Health Equity and the potential for unintended consequences and outcomes as they may relate to specific and/or vulnerable populations has been considered and addressed herein as appropriate.

Procedures and Responsibilities

1. Employees shall forward Non-Routine, non-media requests to the Public Records Coordinator immediately upon receipt of request. To forward requests by email, use the following email address: publicrecords@isdh.in.gov.
2. All Public Records requests from the media must be forwarded to the ISDH Office of Public Affairs.
3. Employees shall respond to Routine Requests by producing the requested documents within twenty-four (24) hours.
4. Employees shall respond to verbal, Non-Routine Requests by informing the requestor that ISDH will review its records, and then forward the request to the Public Records Coordinator.
5. All Employees shall take training concerning Public Records every two (2) years. New Employees shall take training concerning Public Records within thirty (30) days of hire.
6. Any denial shall be reviewed by an attorney with the ISDH Office of Legal Affairs before it is issued.
7. Assistant Commissioners and direct reports to the Chief of Staff or State Health Commissioner shall appoint Designees based upon the needs of their areas and shall annually notify the Public Records Coordinator of the name and contact information of the Designees in his or her area. Assistant Commissioners and direct reports shall also notify the Public Access Coordinator whenever there is a change in Designee in his or her area.

Failure to comply with the requirements of this Policy may subject the employee to discipline.

Legal Authorities and References

- Laws



Title:

Policy #:

Current Version:

Effective Date:

Page: 4 of 5

- IC 5-14-3
- Regulations
- PHAB Standards
- Related Policies
 - Policy# ISDH-COMM-01 – Policy Management
 - Policy# ISDH-COMM-02 – Health Equity
 - Media Policy (ISDH-OSC-010-97) [under review]
 - Other
- Review dates for previous versions of this Policy:
 - September 21, 2005
 - September 22, 2008
 - December 15, 2008
 - June 15, 2012
 - April 30, 2013
 - June 6, 2016
 - February 3, 2020

Forms

N/A



Title:

Policy #:

Current Version:

Effective Date:

Page: 5 of 5