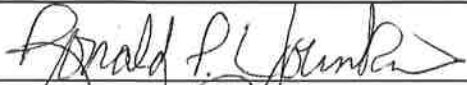



Public Records Policy	
Board Chair	
Executive Director	
Effective Date	October 22, 2015

GENERAL PROVISION:

The purpose of this policy is to outline the requirements of Ohio’s Public Records Act and to establish a procedure for responding to requests for public records. It is the intent of the Ohio Manufactured Homes Commission to at all times fully comply with and abide by both the spirit and the letter of Ohio’s Public Records Act.

POLICY SUMMARY

- Most of the documents created, received by, or that come under the jurisdiction of the Commission are public records
- A public record request does not have to be made in writing and the requester is not required to disclose their identity or the purpose of the request
- All requests for public records should be satisfied or acknowledged in writing within three business days after receipt of the request
- Non-routine record requests are routed to a supervisor

DEFINITION OF A PUBLIC RECORD

A public record is defined to include the following: A document in any format that is created, received by or comes under the jurisdiction of the Commission that documents the organization, functions, policies, decisions, procedures, operations or other activities of the office. A record can be paper or electronic. All records kept by the Commission are public records unless they are exempt from the disclosure under Ohio law.

PROCESSING PUBLIC RECORD REQUESTS

All public record requests shall be processed according the Ohio Manufactured Homes Commission’s Processing of Public Information Requests Policy which is located in the agency policy manual as well as on the shared drive in the file named Public Records Request.

DENIAL OF A RECORDS REQUEST

If the requester makes an ambiguous or overly broad request, the Executive Director or the General Counsel may deny the request, but must provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the Commission.

Any other denial in part, or in whole, of a public records request must include an explanation including legal authority for the denial. If the initial request was made in writing, the explanation must also be in writing.

RECORDS MANAGEMENT

Records kept by the Ohio Manufactured Homes Commission are subject to the records retention schedule. The office's current records retention schedule are available online at DAS's website and in our office located in the agency policy manual.

Each section of the Commission is responsible for timely compliance with the established records retention schedules and for completing corresponding Certificate of Records Disposal forms when records are disposed of.

The Executive Director or his or her designee shall update and change the records retention policy as needed to reflect any DAS Directives received. If a change or update occurs, the revised record retention policy shall be submitted to the Commission Chair and DAS for approval.

EMPLOYEE RESPONSIBILITY

Violations of this policy may result in discipline up to and including termination and civil action or criminal charges if warranted. It is the employee's responsibility to read the Public Records Policy and address any questions to the Executive Director.

**OHIO MANUFACTURED HOMES COMMISSION
RECORDS RETENTION**

ADMINISTRATIVE

RECORD	DESCRIPTION	RETENTION PERIOD	MEDIA	METHOD
Administrative Rules	Includes worksheets and information used to draft rules, JCARR proceedings and transcripts of public hearings	Permanent	N/A	
Attorney General's Opinions	Formal and informal opinions issued to the agency with all pertinent material attached	Permanent	N/A	
Bulletins	Any bulletins sent out to Licensees	Permanent	N/A	
Correspondences	Includes internal emails, memos; emails, memos and letters from various individuals and entities both sent and received	5 years	Paper	Shred
			Electronic	Destroy
Departmental Policies and Procedures	Includes reports and policy studies	Permanent	N/A	
Directives, Manuals and Handbooks	Publications detailing operations, regulations and procedures of an agency	Permanent	N/A	
Employee Personal File	Entire file including all documents received from employee	7 years after employment ends. Transfer to DAS upon receiving DAS transfer request	Paper	Shred
			Electronic	Destroy
Equipment Inventory and Assignment Sheets	Worksheets and reports of all equipment inventory	5 years	Paper	Shred
			Electronic	Destroy
Legislation	Copies of state and federal legislation of interest	Permanent	N/A	
Lists / Directories	Mailing lists, directories, rosters and registers compiled by staff	Permanent	N/A	
Management and Operations Reports	Reports created concerning the management or operations of agency	Permanent	N/A	
Minutes of Official Public Meetings	Official minutes, orders and decisions of the board and working groups	Permanent	N/A	
Public Records Request	Request received from public for records along with a copy of the records sent to fulfill request	5 years	Paper	Shred
			Electronic	Destroy
Speeches	Printed or recorded copies of speeches given by representatives of agency	Retain until no longer of value	Paper	Shred
			Electronic	Destroy

**OHIO MANUFACTURED HOMES COMMISSION
RECORDS RETENTION**

ADMINISTRATIVE

<u>RECORD</u>	<u>DESCRIPTION</u>	<u>RETENTION PERIOD</u>	<u>MEDIA</u>	<u>METHOD</u>
Hiring Materials	Vacancy postings and applications, resumes and interview questions of applicants not hired	Until no longer of value	Paper	Shred
			Electronic	Destroy
Attendance Records	Timesheets, leave requests etc	5 years	Paper	Shred
			Electronic	Destroy
Records Retention Schedule	Policy used to identify the length of time a record must be retained before final disposition	Retain until superseded by a revised retention schedule or until record series is no longer maintained	Paper	Shred
			Electronic	Destroy

**OHIO MANUFACTURED HOMES COMMISSION
RECORDS RETENTION SCHEDULE**

FISCAL

<u>RECORD</u>	<u>DESCRIPTION</u>	<u>RETENTION PERIOD</u>	<u>MEDIA</u>	<u>METHOD</u>
Accounts Receivables	Payments made to the agency for various reasons	5 years or until audit report is released and all discrepancies are resolved	Paper	Shred
			Electronic	Destroy
Delivery Slips and Packing Lists	As stated	5 years	Paper	Shred
			Electronic	Destroy
PO or other documents related to purchasing goods or services	Includes attachments that were sent with PO for approval	5 years or until audit report is released and all discrepancies are resolved, whichever is longer	Paper	Shred
			Electronic	Destroy
Intra-State Transfer Vouchers	Authorizes payment to another state agency for goods or services	5 years or until audit report is released and all discrepancies are resolved, whichever is longer	Paper	Shred
			Electronic	Destroy
Invoices (Accounts Payable Invoice)	Bills for goods or services that agency has received.	5 years or until audit report is released and all discrepancies are resolved, whichever is longer	Paper	Shred
			Electronic	Destroy
Printing Orders	Specifications for printing jobs to State Printing	5 years or until audit report is released and all discrepancies are resolved, whichever is longer	Paper	Shred
			Electronic	Destroy
Lease Records of lands and buildings	As stated	2 years after expiration of lease	Paper	Shred
			Electronic	Destroy
Out of State Travel Requests	Includes any internal forms used to obtain authorizations	5 years or until audit report is released and all discrepancies are resolved, whichever is longer	Paper	Shred
			Electronic	Destroy
Travel Expense Report	Includes all forms used to claim reimbursement for in state and out of state travel including required receipts and other documents	5 years or until audit report is released and all discrepancies are resolved, whichever is longer	Paper	Shred
			Electronic	Destroy
Executive Budget Proposal	As stated	5 years	Paper	Shred
			Electronic	Destroy
Fund Appropriation Request	Forms and reports used to establish or increase appropriation authority	5 years or until audit report is released and all discrepancies are resolved, whichever is longer	Paper	Shred
			Electronic	Destroy
Controlling Board General Request	Forms and reports used to request Controlling Board approval for additional appropriations	5 years	Paper	Shred
			Electronic	Destroy

**OHIO MANUFACTURED HOMES COMMISSION
RECORDS RETENTION SCHEDULE**

FISCAL

<u>RECORD</u>	<u>DESCRIPTION</u>	<u>RETENTION PERIOD</u>	<u>MEDIA</u>	<u>METHOD</u>
Federal and State Audit Reports	As stated	5 years	Paper	Shred
			Electronic	Destroy
Bank deposit slips, ledgers, bank statements, cancelled checks, and related documents	As stated	5 years or until audit report is released and all discrepancies are resolved, whichever is longer	Paper	Shred
			Electronic	Destroy
Documents pertaining to items sold by state agency	As stated	5 years or until audit report is released and all discrepancies are resolved, whichever is longer	Paper	Shred
			Electronic	Destroy
Encumbrances and Procurements	As stated	5 years or until audit report is released and all discrepancies are resolved, whichever is longer	Paper	Shred
			Electronic	Destroy
Complaints to Vendors and Related Contract Documents	As stated	5 years or until audit report is released and all discrepancies are resolved, whichever is longer	Paper	Shred
			Electronic	Destroy

**OHIO MANUFACTURED HOMES COMMISSION
RECORDS RETENTION SCHEDULE**

INVESTIGATION / INSPECTION

<u>RECORD</u>	<u>DESCRIPTION</u>	<u>RETENTION PERIOD</u>	<u>MEDIA</u>	<u>METHOD</u>
Annual Manufactured Home Community Inspection Reports	Report of annual inspection for each manufactured home community	5 years	Paper	Shred
			Electronic	Destroy
Complaints	Documents outlining complaints made against licensees	5 years	Paper	Shred
			Electronic	Destroy
Flood Plain Permit Applications	Application and all required documents for a Flood Plain Permit	5 years	Paper	Shred
			Electronic	Destroy
Installation Inspection Reports	Reports of all inspections conducted during the installation of a HUD Home	5 years	Paper	Shred
			Electronic	Destroy
Late Permit Fee Form	Form sent in with payment for late permit	5 years	Paper	Shred
			Electronic	Destroy
MHP Plan Development New or Expansion	All required forms for plan development	Permanent	Paper	Shred
			Electronic	Destroy
Seal Report	Seal Report located on Commission website	Permanent	Paper	Shred
			Electronic	Destroy
Violations against licensees	Document listing any violations issued to licensee	5 years	Paper	Shred
			Electronic	Destroy
Violations found during installation inspection	Documents listing any violations found during the installation inspections	5 years	Paper	Shred
			Electronic	Destroy
Dispute Resolution	Forms from homeowners regarding alleged warranty issues, correction or repair of manufacturer defects, alleged installation problems by a licensed installer.	5 years	Paper	Shred
			Electronic	Destroy
Illegal Set Files	Includes relocation notices from from County Auditor and letters sent to homeowners regarding the possible illegal set of a manufactured home	5 years	Paper	Shred
			Electronic	Destroy
Illegal Occupancy Files	Includes documentation regarding a home that is occupied without obtaining proper permits or inspections and correspondences to homeowners	5 years	Paper	Shred
			Electronic	Destroy

**OHIO MANUFACTURED HOMES COMMISSION
RECORDS RETENTION SCHEDULE**

INVESTIGATION / INSPECTION

<u>RECORD</u>	<u>DESCRIPTION</u>	<u>RETENTION PERIOD</u>	<u>MEDIA</u>	<u>METHOD</u>
Adjudication Hearings	Documentation of licensees who have had charges brought against them by the Commission for violations of rules including investigative reports, exhibits, hearing notices, subpoenas, hearing judgements, payment of fines	5 years	Paper	Shred
			Electronic	Destroy
Installation Permit	Certificate issued to applicant after approval obtained for installation	5 years	Paper	Shred
			Electronic	Destroy
Permit Application	Application and all required documents for an installation permit	5 years	Paper	Shred
			Electronic	Destroy
Plans	Consist of information pertaining to the support system and pier plans	5 years	Paper	Shred
			Electronic	Destroy
Building Permit Card	Document issued after approval to be placed in window of manufactured home during installation	5 years	Paper	Shred
			Electronic	Destroy
Stop Work Orders	Notices of unlawful progressive installation of a manufactured home	5 years	Paper	Shred
			Electronic	Destroy
Temporary Occupancy Permit	Order allowing occupancy of a home prior to seal being issued	5 years	Paper	Shred
			Electronic	Destroy
Dangerous and Unsafe Notice	Notice of unlawful occupancy of a manufactured home	5 years	Paper	Shred
			Electronic	Destroy
FEMA Flood Map of Installation location	Includes any letters from FEMA confirming if in a floodplain/floodway or not	5 years	Paper	Shred
			Electronic	Destroy

**OHIO MANUFACTURED HOMES COMMISSION
RECORD RETENTION SCHEDULE**

LICENSING

<u>RECORD</u>	<u>DESCRIPTION</u>	<u>RETENTION PERIOD</u>	<u>MEDIA</u>	<u>METHOD</u>
Building Department Applications and Renewals	All applications and required documents for processing	5 years	Paper	Shred
			Electronic	Destroy
Course Sponsorship Applications and Renewals	All applications and required documents for processing	5 years	Paper	Shred
			Electronic	Destroy
Dealer / Broker Applications and Renewals	All applications and required documents for processing	5 years	Paper	Shred
			Electronic	Destroy
Health Department Applications and Renewals	All applications and required documents for processing	5 years	Paper	Shred
			Electronic	Destroy
Inspector Applications and Renewals	All applications and required documents for processing	5 years	Paper	Shred
			Electronic	Destroy
Installer Applications and Renewals	All applications and required documents for processing	5 years	Paper	Shred
			Electronic	Destroy
Park License Applications and Renewals	All applications and required documents for processing	5 years	Paper	Shred
			Electronic	Destroy
Salesperson Applications and Renewals	All applications and required documents for processing	5 years	Paper	Shred
			Electronic	Destroy
Third Party Agency Applications and Renewals	All applications and required documents for processing	5 years	Paper	Shred
			Electronic	Destroy
Licensing Manual and Procedures	Documents pertaining to the procedures for all licensing duties	5 years	Paper	Shred
			Electronic	Destroy
Violations of Licensing Requirements	Includes notices, investigative documents and hearing records	5 years	Paper	Shred
			Electronic	Destroy