

**Date:** April 12, 2018

**Title:** Procedures for Responding to Public Records Requests Submitted to the Automatic Data Processing Board or the Automatic Data Processing Center (Lucas County Information Services)

**Summary/Background:** In accordance with *R.C. 307.84*, the Lucas County Commissioners established the Lucas County Automatic Data Processing Board (“ADP Board”). The ADP Board has statutory authority to coordinate the use of automatic or electronic data processing or record-keeping equipment, software, or services throughout the County. (*R.C. 307.842*)

The ADP Board established the Automatic Data Processing Center-Lucas County Information Services (“LCIS”), which provides a centralized system for the use of automatic or electronic data processing or record-keeping equipment, software, or services for all County offices. (*R.C. 307.842*)

The County Auditor serves as Chief Administrator of both the ADP Board and LCIS. (*R.C. 307.84* and *307.844*) The Auditor supervises the operation of LCIS. However, neither the ADP Board nor LCIS are part of the Auditor’s office.

LCIS stores the electronic records and documents of all Lucas County offices and departments that are required to participate. The documents and records from these Lucas County offices or departments are not public records of the ADP Board or LCIS because those records do not document the organization, functions, policies, decisions, procedures, operation, or other activities of the ADP Board or LCIS. (*R.C. 149.011(G)*).

In order to effectively comply with Ohio’s Public Records statutes, this Board hereby establishes the following policy for the administration of public records requests received by the ADP Board or LCIS, when those requests seek documents generated by other county offices or departments:

1. When the ADP Board or LCIS receives a public records request seeking documents generated by other county offices or departments, the request shall immediately be forwarded to the department(s) that created the documents.
2. Neither the ADP Board nor LCIS shall respond to public records requests seeking documents generated by other county offices or departments.
3. The ADP Board or LCIS shall notify the person who submitted the public records request the name of the office or department that will respond to the public records request.
4. The notification to the requestor shall be forwarded, together with a copy of the public records request itself, to the Lucas County Prosecutor’s Office for review.
5. The ADP Board and LCIS will follow the instructions of the county department or office that created the requested records and/or the Lucas County Prosecutor’s Office regarding the response to the public records request.
6. Any county office that receives a request of records pertinent or generated by another county office, will forward those requests to the appropriate generator of the records.