



108 W. Main Street Suite A, Lancaster, Ohio 43130

Fairfield County Alcohol, Drug Addiction, and Mental Health (ADAMH) Board

Accessing Public Records

Access to information concerning the conduct of the people's business is the right of every person in this state. Those records of the Alcohol, Drug Addiction and Mental Health (ADAMH) Board which are not exempt from disclosure under the law are available for inspection and copying in accordance with the Ohio Public Records Act. Requests for records may be made during regular business hours to:

Connie Vargo, ADAMH
(740) -654-0829 or cvargo@fairfieldadamh.org
108 W Main St. Suite A, Lancaster, Ohio 43130
Office Hours- Monday through Friday
8:30 a.m. to 4:30 p.m.

You may view the records you have requested at all reasonable times during our regular business hours. If you wish to view public records of our office, we will promptly make them available to you. If you wish to receive copies of records, we will provide them within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the records storage location, and the necessity for any legal review of the records requested.

Once we have received your request, we will provide our response or acknowledge of your request and provide you with an estimate of when you should expect our response, an estimated cost if copies have been requested, and the items (if any) that we may expect may be exempt from disclosure. If at any time prior to completing our response, we believe our response will take longer than initially estimated (because of the volume of records requested, the proximity of the location where the records are stored, or the complexity of the legal review); we will inform you of this change.

IT IS WITHIN YOUR RIGHTS NOT TO:

Disclose your identity to our office when you request records

Provide our office with a written request; and

Provide a reason why you have requested these records

If any portion of your request for records must be denied because of the records are exempt from disclosure under the law, we will inform you which records you have requested are not public by clearly marking the portion "redacted" or we will explain which portions of the record(s) have been redacted. In addition, we will provide you with the legal authority upon which we have relied.

Please note that if we have denied your request because it is overbroad, ambiguous, or doesn't reasonably identify our records, we will provide you with information about how our records are maintained and, if you wish, you may revise your request.

A fee for copies of public records may be charged which covers the direct costs of duplication incurred by our office. In addition, the actual cost of postage or other delivery may be charged. We may require payment of these fees prior to processing.