



Admin 1: Access to Open Records

Community Action Partnership of Mid-Nebraska (Mid) shall make available any records requested that must legally be provided to the general public. These include: 501(c)(3) determination letter, agency audit, tax returns, and other agency policies available at <http://communityactionmidne.com/public-sector-information/>.

Other information, such as the most current minutes of meetings of the agency Board of Directors and the Head Start Policy Council is also available on our website. Other agency information, such as the services offered by Mid, will be made available, provided such information does not breach the confidentiality of any person or persons served.

1. An individual requesting information must make their request by mail or email. These requests should be directed to the CEO of Community Action and directed to the Administrative Office at: 16 W. 11th Street P.O. Box 2288 Kearney, NE 68848 or emailed to mcollins@mncanet.net.
All requests should contain the name, address, and phone number of the requesting party. Request should be as specific as possible regarding the time frame and information being sought
2. The CEO shall review the request with appropriate personnel and respond to the requesting party. Requests for information will be responded in a timely manner. If extenuating or unusual circumstances, such as the absence of authorized personnel, or location of a stored record make it impossible to fill a request for information immediately, then the request will be filled by the next business day if possible, not to exceed five business days.
3. If a request is declined, because the information requested is not legally required to be available, the requesting party will receive notice of refusal not more than five working days from the initial request and an explanation for the refusal.
4. No fee will be charged to inspect an open record. Community Action will charge a fee however for the following services: Copies (\$0.15 each); Faxing; and/or Mail transmissions. If the requested information is stored on a computer disc, computer tape, or similar record system, or require retrieval from long term storage, the cost of extracting that information may also be applied. Estimates on costs associated with the retrieval of the requested information will be forwarded to the individual requesting the information. All expenses must be paid in full before the records are sent.

As part of its operations, Mid stores and uses a variety of information that is not subject to public disclosure. Much of this information is privileged and confidential, and therefore, not available for general public access. This includes but is not limited to:

1. Personnel records are considered confidential. No information from any personnel records of any Mid employee, past or present, may be disclosed without the express written consent of the employee, unless required by subpoena. In the case of a court order, Mid will make an attempt to inform the staff member prior to release of documents. No member of the general public shall be granted access to any personnel records.

2. Health Records. Neither the health records of Mid staff member or any Mid client, past or present, including children enrolled in Head Start, shall be released to any entity without the express written consent of the individual, or if a minor, their legal guardian.
3. No detailed salary information shall be disclosed to the general public.
4. Individual Survey Results. The individual responses of Mid Community Needs Assessment surveys, or other agency surveys necessary for Mid to determine its services and programs are not privy to public information.
5. Client Files. Information about individuals or households applying for or participating in services and programs offered by Mid will not be made available to the general public. Statistical information, such as that reported for ROMA or CSBG work plans will be made available to interested parties, however information which would reveal the identity of persons receiving assistance shall not be made public without the express written consent of the individual. (Example: success story of a client).
6. Proprietary Proposal Information. Mid reserves the right to keep information provided to the agency through the Request for Proposal process confidential. Examples of information that may be made available upon request include name of company selected and proposal amount.

A determination of “need to know,” and legal requirements for release of information requested to the public will be determined by the CEO in the case of any information requested by a member or members of the general public not specifically outlined in this procedure.