

PROCEDURE REGARDING DISCLOSURE OF INFORMATION 45 CFR PART 1619

In accordance with 45 CFR Part 1619, Legal Aid of Western Ohio, Inc. (LAWO) hereby adopts the following procedure governing disclosure of information.

I. Statement of Policy

The LAWO Board of Trustees recognizes the importance of providing to the public access to information that is a valid subject of public interest in LAWO's activities. Substantial amounts of information about LAWO are available to the public through LAWO's web site, www.lawolaw.org. In addition, the Legal Services Corporation (LSC) also maintains a web site -- www.lsc.gov -- that contains substantial amounts of information about LSC, including the LSC Act and LSC regulations and rules, and about local LSC-funded programs, including LAWO. The Board supports these efforts to disclose appropriate information to the public and approves this policy in furtherance of those efforts.

II. Information Subject to Disclosure

A. Subject to the limitations stated in paragraph II.B. of this policy, and subject to the approval of the executive director or advocacy director, as outlined in paragraph III.A. of this policy, copies of the following material will be made available upon request:

1. The Legal Services Corporation Act, 42 USC Sec. 2996, *et seq.*;
2. Rules, regulations and guidelines of the Legal Services Corporation;
3. Written policies, procedures, and guidelines of Legal Aid of Western Ohio, Inc.;
4. The names and addresses of members of the LAWO Board of Trustees;
5. Such other records and information as the executive director may deem appropriate for public disclosure.

B. Any materials provided under paragraph A(4) shall be edited as appropriate to prevent disclosure of personal information regarding board members, including home contact information; any materials provided under paragraph A(5) above shall be edited as appropriate to prevent disclosure of:

1. Any information furnished to LAWO by a client;
2. The work product of any attorney or paralegal;
3. Any material used by LAWO in providing representation to clients;
4. Any matter that is related solely to the internal personnel rules and practices of LAWO;
5. Personnel, medical or similar files

III. Process for Providing Disclosure of Information

- A. A request for information referenced in paragraphs II.A.(1) through (4) above may be directed to the executive director or advocacy director, and such request shall be granted with due diligence. All other requests for information shall be directed to the executive director. Only the executive director may grant or deny a request for information not included in paragraphs II.A.(1) through (4) of this policy, and the director shall act on such requests with due diligence.
- B. If a person requests information not required to be disclosed under this policy, but which may be required to be disclosed by the Legal Services Corporation pursuant to 45 CFR Part 1602, which implements the Freedom of Information Act, then LAWO will either provide the information or inform the person seeking it how to request it from the Legal Services Corporation.
- C. A request for information may be submitted to the receptionist at any local office of LAWO. A request also can be submitted to the Executive Director at the following address and telephone number: Executive Director, Legal Aid of Western Ohio, Inc., 525 Jefferson Avenue, Suite 400, Toledo, OH 43604, (419) 724-0030, info@lawolaw.org. A request can be made orally or in writing, including by email.