

**WARREN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
PUBLIC SERVICE ANNOUNCEMENT**

To: Individuals and Guardians Served by the Warren County Board of Developmental Disabilities

Date: December 9, 2017

Subject: Records Destruction Notice

Pursuant to Section 5126.044 of the Ohio Revised Code, the Warren County Board of Developmental Disabilities is providing notification to any eligible person, person's guardian, or, if the eligible person is a minor, the person's parent or guardian that records or reports regarding the person served will be destroyed according to the Board's Records Retention Policy and Schedule. The records or reports destruction will occur between February 23, 2018 and March 6, 2018 at the Warren County Board of Developmental Disabilities office located at 801 Drake Road, Lebanon, OH 45036 This does not mean that all records or reports will be destroyed. Only records or reports that are older and are no longer required to be maintained according to the Board's Record Retention Policy and Schedule.

Prior to destroying such records or reports, you may elect to receive records or reports rather than being destroyed as long as you are an eligible person or the person's guardian or, if the eligible person is a minor, the person's parent or guardian.

If you wish to receive records or reports, please contact (513) 228-6402 or email records@warrencountydd.org prior to February 9, 2018 so that arrangements can be made to secure documents at one of the Warren County Board of Developmental Disabilities offices.

Thank you.