

TYPE OF RECORD	TYPE OF INFORMATION	OWNER OF RECORD
Administrative Records:		
Directory of Staff and Offices	Department organization chart and contact lists	Human Resources and Information Technology
Forms	Forms used for day to day business of OAH	Executive Assistant
Policies	Policies and Procedures	Executive Assistant
Brochures	Hearing preparation documents, general agency information documents	Executive Assistant, Division Chiefs
Reports	Reports about the business of OAH	Executive Assistant
Manuals	OAH manuals for conducting day to day business	Information Technology, Training Coordinator
Appeal Records and Orders:		
Current Cases	Cases currently being handled by OAH.	Division Chiefs
Closed Cases	If your case is closed, OAH may no longer have your case records and documents. Please click here for a list of other agencies' public records officers.	Referring Agency

Personnel Records:		
Personnel Files	Employment related information for agency employees	Human Resources
Payroll Files	Salary related information for agency employees	Fiscal Office
Finance and Facilities Records:		
Contracts	Leases, interagency agreements	Executive Assistant
Budget	OAH budget documents	Fiscal Office