

3358:11-4-15 Public records policy.

- (A) Purpose. In accordance with Chapter 149. of the Revised Code, commonly known as the Ohio Public Records Act, it is the purpose of Owens community college to comply with the letter and the spirit of the Ohio Public Records Act. Public records shall be released to a requestor, unless that record is an exception as listed in division (A) of section 149.43 of the Revised Code or that record is student information protected by the Family Education Rights and Privacy Act, 20 U.S.C. 1232g; 34 CFR Part 99.
- (B) Definitions. In accordance with division (G) of section 149.011 of the Revised Code, a record is defined as: any document, device or item that is stored on a fixed medium, i.e., paper, computer, film; created, received, or sent under the jurisdiction of a public office; and, documents the organization, functions, policies, procedures, operations or other activities of the office. Records retention schedules are found in the records retention policy, rule 3358:11-4-13 of the Administrative Code and the records retention manual posted on the intranet of the Owens community college website.
- (C) In accordance with section 149.43 of the Revised Code, a public records request is any transmitted request (whether oral or written) to inspect a public record or to have a public record copied and mailed or electronically transmitted to a requestor.
- (D) To facilitate a timely response, members of the media should submit requests to the director of public and media relations. Any member of the public or of the college community should submit requests to the legal services coordinator in accordance with the procedures of this rule.
- (E) The public records request must be described with sufficient clarity to allow the college to identify, retrieve and review the records.
- (F) Copies or inspection of public records will be made available in a prompt and reasonable timeframe and may include legal review.
- (G) Any denial or redaction of public records requested will include an explanation, including legal authority.

- (H) This rule shall be accompanied by specific procedures for public records requests. The rule shall be posted in offices most likely to receive public records requests and on the Owens community college website.
- (I) Implementation. The vice president for human resources will implement procedures and forms consistent with the provisions of this rule.

Effective date: 9/17/2016

Patricia M. Jezak
Certification

9/7/2016
Date

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