

Procedure No. 302.1

Area: General Administration

Adopted: April 18, 2008

Certified by _____

Colette Pierce Burnette
Vice President
Administration and CFO

Revisions Approved _____

SUBJECT: PUBLIC RECORDS PROCEDURE

- (A) Requests for inspection or copies of public records may be made to the Office of General Counsel. If a request is made directly to any other university office, the staff is expected to promptly report the request to the Office of General Counsel and provide a copy of the request if available. The office of legal affairs is responsible for determining how the Ohio Public Records Act applies to individual requests. For certain types of routine requests, after consultation with the Office of General Counsel, the university office may be permitted to respond directly to the requestor. Requests may be made in person, by telephone, or in writing.
- (B) It is the responsibility of the requestor of public records to identify with clarity the records that are sought. The university is under no duty to seek out and retrieve records that contain specific information that is of interest to a requestor. It is not appropriate to ask the university to search for records containing selected information. For example, a request for any and all records containing any reference to a particular person or subject is overly broad and inappropriate. Central State University is under no obligation to create a record that contains the information requested if it does not already exist.
- (C) Inspection is permitted during regular university business hours (8 a.m. to 5 p.m.). However, not all records are available for inspection upon demand. Records must often be reviewed and non-public information redacted before inspection can be permitted. Records will be made available for inspection within a reasonable period of time following the request. The amount of time will depend upon the number of records requested, the location of the records, the medium in which the records are stored, the need for legal review, and the need to redact non-public information. The university shall make every effort to respond in some fashion to all requests for public records within three business days.
- (D) Requests for inspection or copies of public records need not be in writing, and the requestor cannot be required to identify him/herself by name, or the purpose of the request. Such information may be requested where it might assist in identifying the records being sought, but disclosure of this information is strictly voluntary.
- (E) While requests need not be in writing, the university strongly encourages that the records being requested be described in writing. A written request benefits both the requestor and the university by memorializing exactly the records being requested and when the request is being made. This can eliminate the confusion

or misunderstandings that sometimes occur when requests are made orally, particularly for those requests that seek a large number of records.

- (F) When a public records request is made to examine a personnel file, the employee, to the extent practicable, will be notified that his or her records have been requested and, if known, the name of the individual making the request.