

Name of Policy: **Public records**



Policy Number: 3364-10-02

Approving Office: ~~Office of the Vice President for Academic Affairs~~
compliance by all employees responsible for making university records available to the public with the Ohio public records act.

Definition of a public record

A "record" is any document – in paper, electronic (including, but not limited to e-mail), or other format – that is created or received by, or comes under the jurisdiction of the university, and that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the university.

3364-10-

- (a) The records that have been collected by the records manager and/or the division's employee(s) to fulfill the public records request must be

- (b) If a record is ultimately not produced, in part or in whole, the university shall provide the requester with an explanation, including legal authority, setting forth why the record was not provided. If the initial request was provided in writing, the explanation also shall be provided in writing.
- (6) Contacting office of legal affairs:

Should requesters not receive a communication from the university within ten business days of issuing the request, they are encouraged to contact the office of legal affairs at 419-530-8411.

<p>Approved by:</p> <p><i>/s/</i></p> <hr/> <p>Matthew J. Schroeder Interim President</p> <p>Date: July 19, 2024</p> <p>Review/revision completed by: <i>Office of Legal Affairs</i></p>	<p>Policies superseded by this policy: <i>None</i></p> <p>Original effective date: <i>January 1, 2008</i></p> <p>Review/revision date: <i>August 11, 2011</i> <i>May 18, 2018</i> <i>July 19, 2021</i> <i>July 19, 2024</i></p> <p>Next review date: <i>July 19, 2027</i></p>
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