

## PUBLIC RECORDS

### PURPOSE

The purpose of this policy is to ensure compliance with the Ohio Public Records Act and to establish a College-wide process in order to promptly respond to records requests.

### POLICY STATEMENT

It is the policy of Edison State Community College to have a centralized process to facilitate prompt access to the College's public records. The College's Public Records Officer is responsible for establishing and maintaining a College-wide process to respond to public records requests.

The College's records are organized and maintained in accordance with the Inter-University Council of Ohio's Records Retention for Public College and Universities in Ohio manual which can be found at:

<http://iuc-ohio.org/wp-content/uploads/2018/02/IUC-Model-Schedule1.pdf>

All College employees are expected to assist the Public Records Officer in the public records process, including with the identification and production of records maintained by the respective College office. Any employee who receives a public records request is expected to immediately direct the request to the Public Records Officer.

### Making a Public Records Request

Public records requests may be made in person, by phone or in writing. The most expedient method is to complete the online public records request form which can be found at the following College webpage link along with information regarding the College's public records request process: [www.edisonohio.edu/records](http://www.edisonohio.edu/records)

The person making the request (the requester) is not required to self-identify or state the purpose of the request, although such information may be helpful in identifying the records being sought.

The requester should describe records with sufficient clarity and specificity to allow the College to identify existing responsive records. Requests that are ambiguous or overly broad may be denied. The College is under no obligation to create a record for the purpose of supplying information if no responsive record exists.

### Production of Records

The College will strive to promptly produce identifiable public records and to provide copies of these records within a reasonable period of time, in accordance with Ohio law. "Promptly" and "reasonable period of time" will depend upon the breadth and clarity of the request, volume of records requested, location of the records and necessity of a legal review.

If the request is ambiguous or overly broad or if the requester has difficulty identifying existing College records, the Public Records Officer will offer assistance to the requester. In some cases, the request may need to be revised to reflect the manner in which College records are maintained. Understanding the requester's purpose of the request, although not required, may also be helpful in identifying responsive records. In cases where responsive records are voluminous and production would take an inordinate amount of time, the production may take place in stages until the response is complete.

### Personnel Records

If a request is made for personnel records or records created by a specific College employee, the College will normally notify the identified employee of the request and, if known, the name of the person making the request.

### Redactions

If a responsive record, in whole or in part, is exempt from production under state or federal law, the exempted area will be redacted. The reason, along with legal authority will be provided to the requester.

### Requesting Copies of Records

In accordance with Ohio law, the requester may request copies of records in the following mediums: (1) on paper; (2) in the same medium as the record is kept by the College office; or (3) on any medium upon which the College determines the record can reasonably be duplicated.

Requests for electronic copies of records maintained only in paper form will be honored to the extent the records can reasonably be duplicated in the normal course of operations.

### Charges for Copies of Records

There is no charge for electronic copies of public records that are maintained in an electronic file.

A charge may be made for copying or scanning records that are maintained only in paper form.

- Paper copies of 50 or more pages will be charged at the rate of ten cents (\$0.10) per page.
- Scanned copies from paper into electronic form of 100 or more pages will be charged at the rate of five cents (\$0.05) per page.
- Thumb drives or other similar devices will be charged at the cost charged to the College.

Delivery by mail will be charged at the cost charged to the College.

When a charge is assessed, the requested records will be released upon receipt of payment.

## **PERSONS AFFECTED**

All Edison State Community College employees.

## **DEFINITIONS**

### **RECORD**

A “*record*” includes the following: A document in any format, including paper and electronic (such as e-mails), that is created, received by, or comes under the jurisdiction of the College that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the College. See O.R.C. 149.011(G)

### **PUBLIC RECORD**

A “*public record*” is a “record” that is kept by the College at the time a public records request is made, subject to applicable exemptions from disclosure under Ohio or federal law.