

# Shawnee State University

POLICY TITLE:	PUBLIC RECORDS
POLICY NO. :	5.19 REV
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EFFECTIVE DATE:	07/10/15
NEXT REVIEW DATE:	07/2018
RESPONSIBLE OFFICER(S):	GENERAL COUNSEL
APPROVED BY:	BOT

## 1.0 PURPOSE

The purpose of this policy is to ensure university-wide compliance with the Ohio Public Records Act, Ohio Revised Code Section 149.43 *et seq.*, as well as to facilitate prompt access to the University's public records.

## 2.0 PUBLIC RECORDS OFFICER

The President will designate a Public Records Officer who will be primarily responsible for establishing and administering a university-wide system to promptly respond to public records requests. The Public Records Officer will work with University offices to establish such system and promote understanding of Ohio's public records laws for all university employees.

## 3.0 PROCEDURES

A procedure will be established to identify public records request pathways and assist requestors, as well as set charges for costs associated with copying records. Procedures may also include, but are not limited to, establishing a process for an internal review of records prior to production to ensure that records produced are not exempt, in accordance with Ohio law.

### History

Effective: 09/14/07

Revised: 07/10/15; 07/13/12

Applicable Procedure: [5.19:1 Public Records Requests](#)