

**COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL**

Public Record Request Procedures

Effective Date: October 1, 2008

Procedure No. 11-06 (B)

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Public Record is a Record as defined in Section 149.011(G) of the Revised Code, held by the college, and governed by Revised Code 149.43, known as the Public Records Law. Public records document the organization, functions, policies, decisions, procedures, operations, or other activities of the college. Records excepted from this definition are listed in Revised Code 143.43(A)(1).

ACCESS:

1. All requests for public records must be immediately directed to the President's office.
2. It is the responsibility of the requestor of public records to identify with clarity the records that are sought.
3. On-campus inspection is permitted during regular hours of 8 a.m. to 5 p.m., Monday through Friday. Not all records are available for inspection upon demand. Records must often be reviewed (inspected) and non-public information redacted before such review can be permitted. The requester of a record will be notified if the record being supplied has been redacted unless the redaction is plainly visible.
4. 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.
5. Copies of public records will be provided on paper, on the medium on which they are kept, or on any other medium the college determines it reasonably can duplicate the records as an integral part of normal operations. If portions of a record are public and portions are exempt, the excepted portions will be redacted. Denial of all or any part of any public record requested will include an explanation for exception, including legal authority.

Fees and Other Charges:

1. There is no charge for viewing (inspecting) public records.
2. Copies of public records may be charged at the following rate:

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- a. Paper copies – 10 cents per page.
 - b. Downloaded computer files on a compact disc - \$1 per disc.
 - c. Electronic records sent via e-mail to the requester at no charge.
3. Requesters may have copies of records mailed to them by paying the actual cost of postage and mailing supplies.

New Procedure: (Rescind Protection and Privacy of Records Policy 11-02, Effective
October 15, 1985)