

**Policy No. 302**

**Area: General Administration**

Adopted: April 18, 2008

Certified by \_\_\_\_\_

Colette Pierce Burnette  
Vice President for  
Administration and CFO

Revisions Approved \_\_\_\_\_

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**SUBJECT: PUBLIC RECORDS POLICY**

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In accordance with the Ohio Public Records Act, it is the policy of Central State University to provide convenient, prompt and open access to all public records maintained by the university. Central State University is dedicated to responding to all public records requests in a timely and efficient manner, and this policy applies to all of the university's public records.

- (A) The Ohio Public Records Act defines a record as any document (paper, electronic, email or other format), device, or item that: 1) is stored on a fixed medium, e.g., paper, computer, film; 2) is created, received, or sent under the jurisdiction of a public office; and 3) documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.
- (B) These records must be available for prompt inspection to any person at all reasonable times during regular business hours. Upon request, copies of public records must be provided within a reasonable amount of time and the requestor may not be charged more than the actual cost to the university of producing such records. Those seeking public records will be charged only the actual cost of making copies and any postage costs. The university may require advanced payment of copying and postage costs.
  - a. The charge for paper copies is 5 cents per page.
  - b. The charge for downloaded computer files to a compact disc is \$1 per disc.
  - c. There is no charge for documents e-mailed.
- (C) The Ohio Public Records Act generally excludes from disclosure some medical records, trial preparation records, law enforcement investigatory records, student education records, intellectual property records, and donor profile records, among others. The university also complies with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), regarding the release of a student's education records.
- (D) The disclosure of records or information protected by law is prohibited.

**PROCEDURES:**

Public Records Procedure No. 302

