

12.0 Public Records Request

Cincinnati State Technical & Community College, as a state community college is committed to be open and responsive to public records requests from the public, and at the same time protect the privacy and security of all records in compliance with the State of Ohio governing public records laws (Ohio Revised Code 143.43 and 149.43). This policy does not apply to the use of records for official college business by authorized individuals or to persons who desire to inspect or obtain copies of their own records. Such policy and its subsequent procedures shall not be in contradiction with other laws such as Family Education Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), or other federal and state regulations governing the protection of certain records.

Public Record is 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. Public records are existing records; no records are required to be created in order to meet a public records request. Records excepted from this definition are listed in Revised Code 143.43 (A) (1).

All requests for public records must be immediately directed to the Vice President of Administration office. It is the responsibility of the requestor of public records to identify with clarity the records that are sought.

On-campus inspection is permitted by appointment during regular hours of 9 a.m. to 4 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. Requests for personnel records shall be made known to the person whose record is being requested. The requestor of a record will be notified if the record being supplied has been redacted unless the redaction is plainly visible. There is no cost for viewing public records.

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.

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. If portions of a record are public and portions are exempt, the excepted portions will be redacted. Copies of public records shall be charged at 10 cents per page plus postage if delivery by mail is requested. Documents downloaded to a disc or portable drive are \$5.00 per disc/portable drive. Payment is by check or money order only. All charges for records must be processed before documents are released.

To make a public records request, complete the public eform **Public Records Request** by clicking on the link: https://web3.cincinnatiastate.edu/eforms/eform.aspx?form_id=1974.

The link may also be found on the College website at: [Media and Public Records Inquiries - Cincinnati State](#).

This policy is incorporated in the College's **Operations Manual** which can be found on the College intranet.

Revised and Approved: July 14, 2021