

## Public Records Requests Procedures

Shawnee State University is committed to full compliance with Ohio's laws and rules regarding access to public records.

**TO MAKE A REQUEST:** The Office of the General Counsel now serves as the University's Public Records Office. To submit a public records request, please call 740.351.3046 or 740.351.3635, e-mail [publicrecords@shawnee.edu](mailto:publicrecords@shawnee.edu) or make the request in person in the Office of the General Counsel or the Office of the President during normal business hours. Requests may be made orally or in writing. All requests are primarily handled in the Office of the General Counsel. Requests made through other offices will be referred to the Office of the General Counsel.

Requestors need not identify themselves or the purpose for the request except as specifically required or authorized by state or federal law or in accordance with the Public Records Law.

Requestors may also view the university's current records retention schedule.

If a requestor makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records such that the university cannot reasonably identify what public records are being requested, the university may deny the request but will provide the requestor with an opportunity to revise the request by informing the requestor of the manner in which records are maintained and accessed in the ordinary course of university business.

**TIMELINESS OF RESPONSE TO REQUESTS:** Requests will be honored as promptly as possible. If a response cannot be provided promptly (generally five to seven business days), notice will be provided to the requestor explaining the delay and when the records should be released.

**NON-PUBLIC RECORDS:** Ohio Revised Code § 149.43 includes among nonpublic records which are not subject to a public records request:

- medical treatment
- intellectual property
- donor profile records
- educational records as defined by the Family Educational and Right to Privacy Act (FERPA)
- information compiled from referral to or participation in an employee assistance program
- records, the release of which is prohibited by state or federal law
- directory information concerning any students attending the university for use in a profit-making plan or activity

Information contained in records that is not subject to release under the ORC shall be either visibly redacted or the requestor shall be informed why requested records may not be viewed, including legal authority. If the request was made in writing, the reasons for redaction or failure to release will be provided in writing.

**COPIES.** In the event that the requestor requests copies of records, copied records may be duplicated on paper or the same medium as the university maintains them. The university will charge \$.05 per copied paper page, \$1 per compact disc, and there is no charge for an electronic transfer. Postage will be charged for requests for records to be mailed. The copied records may be held until the requestor pays for the copies and the postage.