



EASTERN  
GATEWAY  
COMMUNITY  
COLLEGE

## POLICIES

## POLICY #10-04

### PUBLIC RECORD REQUESTS

#### REFERENCES:

ORC# 149.01  
Fed Reg #

#### REVISION HISTORY

**07-10-2013**  
**09-16-2020**

**Approved By: Resolution #2020-13**  
**Last Reviewed: 9-16-2020**

**Effective Date:**  
**09-02-2012**

#### Purpose:

*To ensure college-wide compliance with the Ohio Public Records Act, Ohio Revised Code Section 149.43 and to facilitate prompt access to the college's public records.*

#### Scope:

*This policy applies to all college offices and college employees.*

#### Definitions:

*A "record" includes the following: A document in any format – paper, electronic (such as e-mails) – that is created, received by, or comes under the jurisdiction of the college that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the college. See O.R.C. 149.011(G)*

*A "public record" is a "record" that is kept by the college at the time a public records request is made, subject to applicable exemptions from disclosure under Ohio or federal law.*

#### Responsibility:

Executive Position/ Office

*The President's Office  
Public Records Officer*

*The Public Records Officer is responsible for intake of all incoming public records requests and maintaining a record of all public records requests and responses. The Public Records Officer coordinates with other college offices in the production of public records.*

*All college offices and college employees are expected to assist the Public Records Officer in the public records process, including with identification and production of records maintained by that college office. Any employee who receives a public records request must immediately direct the request to the Public Records Officer.*

#### Policy:

*It is the policy of Eastern Gateway Community College to have a centralized process to facilitate prompt access to the college's public records. The President's Office is responsible for establishing and maintaining a college-wide process to respond to public records requests.*

*The President is responsible for designating the college's Public Records Officer.*

*All college employees are expected to comply with this policy and assist with the production of public records that are maintained within their respective college office.*

**Procedures: #10.04.01**