

Public Records Policy¹

I. Definitions

Public Record

Any item that:

1. Contains information stored on a fixed medium (such as paper, computer, film, email, etc.).
2. Is created, received, or sent under the jurisdiction of the Ohio Retirement Study Council (ORSC).
3. Documents the ORSC's organization, functions, policies, decisions, procedures, operations, or other activities.

II. Requests

- A. Any person may ask to inspect and/or receive copies of public records. "Any person" includes individuals or corporations, and is not limited to Ohio residents.
- B. The ORSC's Staff Attorney should be contacted regarding all records requested so a determination can be made as to whether the records requested are public records and/or whether there is a need to redact certain information before disclosure.
- C. The request should specifically and particularly describe the record being sought. A request for information, as opposed to a particular record, may not be a legally adequate request.
- D. The requestor has a right to receive the record duplicated on paper, or upon the same medium upon which the ORSC keeps it (e.g., computer disc) or upon any other medium that the ORSC determines reasonably can be duplicated as part of normal operations.
- E. To maintain the integrity of the ORSC's records, it is our policy that we will perform duplication of all requested records.

III. Delivery of Requests

¹ Note that this policy is not exhaustive and any other provisions of Ohio law applicable to ORSC records that are public records apply.

- A. When copies of public records are requested, the ORSC will provide such records within a reasonable period of time.
- B. When inspection of public records is requested, the ORSC will arrange an appointment for inspection at a mutually convenient time during regular business hours. The ORSC will prepare and make available the records for inspection at a location within the office of the ORSC. An employee of the ORSC shall accompany the requestor at all times to insure the integrity of records and to make certain the original records are not removed from the premises, destroyed, or altered in any way.

IV. Cost to Fulfill Request

- A. For duplication of public records on paper, the ORSC may charge the requestor its actual cost of production. For duplication of public records on any other medium (e.g., computer disc), the ORSC may charge actual cost to accomplish the duplication.
- B. If requested, copies of public records should be mailed via regular United States postal service within a reasonable period of time after receiving the request. The ORSC may require the requestor to pay in advance for all copies, as well as the cost of postage and mailing supplies prior to mailing.

V. Exceptions

There are several exceptions to the general availability of public records. The Staff Attorney shall examine each request and assert, if applicable, the appropriate exception.

Any questions about this policy should be directed to the ORSC Director at 614-228-1346.