



Cleveland State University

Public Records Policy

In order to facilitate prompt compliance with the Ohio Public Records Act (Ohio Revised Code 149.43), all persons seeking to inspect or obtain copies of University records are expected to comply with this policy. This policy does not apply to the use of records for official University business by authorized individuals or to persons who desire to inspect or obtain copies of their own records.

Requests to inspect or copy public records should be made to the **Office of Legal Affairs, 2121 Euclid Ave., Parker Hannifin Administration Center, Room 327, Cleveland, Ohio 44115**. If a request is made directly to any other University Office, university staff are expected to promptly contact the Office of Legal Affairs to begin the process. Requests may be made in person, by telephone, or in writing. Although not required, the University prefers that requests be made in writing to facilitate the tracking of requests and responses.

It is the responsibility of the requestor of public records to identify with clarity the records that are sought. The University is under no duty to seek out and retrieve records that contain specific information that is of interest to a requestor. It is not appropriate to ask the University to search for records containing selected information. For example, a request for any and all records containing any reference to a particular person or subject is overly broad and inappropriate. The University is under no obligation to create a record that contains the information requested if such a record does not already exist.

Inspection of public records is permitted during regular University business hours (8 a.m. to 5 p.m.); however, not all records are available for inspection upon demand. Records must often be reviewed and non-public information redacted before inspection can be permitted. 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.

The University will provide copies of records at cost; however, not all records are available for copying upon demand. Records must often be reviewed and non-public information redacted before copying will be permitted. Copies will be provided 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. Costs must be paid in advance before copies will be provided.

When a public records request is made to examine a personnel file, the employee, to the extent practicable, will be notified that his or her records have been requested and, if known, the name of the individual making the request.