

3354:1-11-06 Public records policy.

- (A) College compliance with Ohio's Public Records Act.
 - (1) As a political subdivision of Ohio, Cuyahoga Community College District ("College") must comply with Ohio's Public Records Act. Under the Public Records Act, a requester may request to view public records at a College location during regular business hours, or may request to receive copies of public records.
 - (2) A public record is any document – in paper, electronic (including, but not limited to, e-mail), text messages, instant messages, and databases), or other format – that is created or received by, or that comes under the jurisdiction of the College, and that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the College. Public records of the College are subject to disclosure, unless they are exempt from disclosure under state or federal law.
 - (3) The College shall adopt a procedure to implement this policy.
- (B) Responsibility.
 - (1) The College shall have a records administrator. The records administrator shall ensure that College records are organized and maintained so that they are readily available for inspection and copying.
 - (2) The records administrator shall also ensure that records retention schedules are updated regularly and are readily available to the public.
- (C) The President or the President's designee is hereby directed to take all steps necessary and appropriate for the effective implementation of this policy.

Effective date: November 18, 2011

Prior effective date: December 17, 2007