



Policy Category: Administrative

Policy Number: 2.30

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Policy Title: Public Records

Policy Board Approved: Pending Board Approval December 9, 2021

Purpose

Ohio Revised Code (ORC) Section 149.43 (E)(2) requires all public offices to adopt a public records policy in compliance for responding to public records requests. Public records requests shall be processed pursuant to procedures established by the College that are in compliance with ORC Chapter 149.

Policy

Hocking College will comply with the Ohio Public Records Act.

Definitions

Pursuant to ORC 149.011(G), a “record” is any document, device, or item, regardless of physical form or characteristic, including an electronic record, created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.”