

Responsible Office: Human Resources
Applies to: Students, Faculty and Staff
Approved: 12/19/2023

Policy: It is the policy of Rhodes State College that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of the College to strictly adhere to Ohio's Public Records Act.

Guidelines:

I. Definitions:

- a. **Record:** Any document - paper, electronic (including, but not limited to, e-mail), or other format - that is created or 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.
- b. **Public Record:** A record that is being kept by the College at the time a public records request is made, subject to applicable exemptions from disclosure under Ohio or federal law. All public records must be organized and maintained in such a way that they can be made available for inspection and copying.
- c. **Records Manager:** The employee who has custody of the records of the office.
- d. **Records Retention Schedule:** A legally mandated document that classifies records created, sent, or received by the College and provides instruction for records retention and disposition as approved by the Records Retention Committee.

II. Record Requests:

- a. Requests for all public records should be made to the Office of Human Resources, Public Services Building 236 or via email at HR@RhodesState.edu.

Related Policies or Procedures:

[Records Retention Policy 7.02](#)

Public Records Procedure 7.07(a)

Records Retention Schedule

Compliance References:

[Ohio Revised Code Chapter 149.43, et seq.](#)

[Ohio Sunshine Law Manual](#)



History:

| | Date: | Reason: |
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| Issued: | 12/19/2023 | Replaces Public Records Policy 9.2 BOT approved 9/18/2007 |
| Revised: | | |
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This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.