

**Southern State Community College strictly adheres to Ohio's Public Records Act of the Ohio Revised Code. The following is a summary of your rights regarding the request of public records.**

- ⌚ Ohio Revised Code §149.43 grants any person the right to inspect a public record at any reasonable time, and, upon request, to receive copies of a public record, at cost, and within a reasonable period of time.
- ⌚ No specific language is required to make a request of public records; however, the requester must at least identify the records requested with sufficient clarity to allow SSCC to identify, retrieve, and review the records.
- ⌚ The request does not need to be in writing and the requester does not have to provide his or her identity or the intended use of the requested public record.
- ⌚ Public records are to be available during regular business hours and must be made available within a reasonable period of time.
- ⌚ If SSCC denies the request of any public records or any part of a public record such denial must include a legal explanation.
- ⌚ If portions of a record are both public and exempt, the exempt portions are to be redacted and the rest to be released with a supporting explanation regarding the redacted portions.
- ⌚ Those seeking public records will be charged two cents per page if making copies; however, records transmitted electronically, if feasible, are free to the requester.
- ⌚ Please direct any questions to Human Resources at 393-3431.