



(A) Procedures and Guidelines

- a. Cleveland State University (“University”) is governed by the Ohio Public Records Act (“The Act”), section 149.43 of the Ohio Revised Code ([O.R.C 149.43](#)).

(B) Purpose

- a. To facilitate timely access to the University’s public records and to ensure compliance by all employees responsible for providing those records under The Act.

(C) Definitions

- a. A “record” is defined to include the following: A document in any format – paper, electronic (including, but not limited to, business e-mail) – that is created, received by, or comes under the jurisdiction of the University that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the University.
- b. A “public record” is a “record” that is being kept by the University 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. A “requester” is any individual, business, or organization that submits a request to inspect or obtain copies of University records.

(D) Procedures

- a. For the requester:
 - 1. No specific language is required to request public records, but the request must clearly identify the records so they can be located, retrieved, and reviewed.
 - 2. A public records request does not have to be made in writing, and the requester is not required to provide their identity or the intended use of the records.

3. The University may request a written submission, the requester's identity, or the intended use of the information but only when:
 - i. Doing so helps the University identify, locate, or deliver the requested public records; and
 - ii. The requester is informed that providing this information is optional and not required by law.
- b. For the University:
 1. The University is not required to create new records or conduct research to fulfill a request. An electronic record exists if the University's systems are already programmed to generate it using standard sorting, filtering, or querying functions. Although not legally required, the University may choose to create new records when doing so is reasonable and practical.
 2. To protect original records, an employee may accompany the requester during inspection to ensure records are not removed or altered.
 3. If any employee at the University receives a public records request, they are to promptly forward that request to the Office of General Counsel (legal@csuohio.edu). To ensure compliance with the law, the Office of General Counsel is the responsible office for responding to public records requests.

(E) Electronic Records

- a. Records in the form of e-mail, text messaging, and instant messaging — including those sent and received via mobile devices — are to be treated the same as records in other formats, such as paper or audiotape.
- b. Public record content transmitted through private accounts or personal devices is subject to disclosure. Employees and representatives must retain email and other electronic records in accordance with applicable records retention schedules.

(F) Denial and Redaction of Records

- a. If a request is ambiguous, overly broad, or unclear, and the University cannot reasonably identify the records being sought, the University may deny the request. However, the University must offer the requester a chance to revise it by explaining how records are maintained and accessed.
- b. If the University withholds, redacts, or otherwise denies requested records, it must provide an explanation, including legal authority, for the denial(s). If the original request was in writing, the explanation must also be in writing. When only part of a record is exempt, the University must redact the exempt portion and release the

rest. The University must notify the requester of any redaction or make it clearly visible during inspection or copying.

(G) Copying and Mailing Cost

- a. The University may charge only the actual cost of copying public records but not labor. Paper copies cost \$0.08 cents per side for black and white and \$0.32 per side for color prints. Electronic files on compact disc cost \$1.46 per disc. Electronic files on an external storage drive (example, USB thumb drive) will be charged the actual cost once storage size requirements are determined and an appropriate external storage device can be purchased.
- b. The University may require advance payment for the actual cost of providing copies. Requesters may choose the format: paper, the original medium, or another format the University can reasonably produce as part of its normal operations.
- c. If a requester asks for delivery, the University may charge the actual cost of postage, mailing supplies, or other delivery expenses. There is no charge for documents sent by email, with the exception of (H) below.

(H) Requests for law enforcement video records, such as footage from dash cameras, body cameras and surveillance cameras:

- a. The University may charge for the “actual cost” of preparing a video record for production or inspection. Actual cost includes the cost to review, blur or otherwise obscure, redact, upload, or produce a video record. Actual cost may also include the cost of the storage medium the University uses to produce a video record, staff time, and any other relevant overhead necessary to comply with the request.
- b. The actual cost may not exceed seven hundred fifty dollars in total. The university shall charge \$75 dollars per hour of video produced. Within seven business days of receipt of a request for video records, the university will provide the requestor an estimate of the actual cost of production. The university is not required to begin to prepare the video record until the estimated actual cost is paid in full. Payment must be made either by cashier’s check, money order, or cash. No personal checks will be accepted.
- c. All requestors are notified that the actual cost may exceed the estimated cost by up to twenty per cent and, as such, that additional amount may be charged when the request is filled. If the actual charge is less than twenty per cent of the estimate, the requestor is entitled to refund of the difference. The additional charge is not required to be paid prior to fulfilling the video records request.
- d. The University will waive or reduce payment of the actual cost if either of the following apply:

1. The video or a portion of the video shows, communicates, or discloses any of the following:
 - i. The death of a person, or a deceased person's body, if the death was caused by a peace officer;
 - ii. Grievous bodily harm to a person if caused by a correctional employee, youth services employee, or peace officer; or
 - iii. An act of severe violence against a person that results in serious physical harm to the person if caused by a correctional employee, youth services employee, or peace officer.
2. If, in the judgment of University, the video or a portion of the video shows, communicates, or discloses information that is of great interest or importance to the general public.

(I) Managing Records

- a. The University's records are subject to records retention schedules. The University's current schedule is available [online](https://www.csuohio.edu/sites/default/files/2026-07/retention-schedule-rev-2020.pdf) (<https://www.csuohio.edu/sites/default/files/2026-07/retention-schedule-rev-2020.pdf>) or individuals may pick up a copy of the University's Records Retention Schedule in the Office of General Counsel (3rd Floor, Parker Hannifin Administration Center), locations readily available to the public as required by Ohio Revised Code § 149.43(B)(2).