



## Resource Page: Public Records

### Introduction

As a public university employee, it is important to know what it means to properly create, maintain, and store public records. Generally speaking, public records include emails, texts, voicemails, and other records that document university business.

### Objectives

1. Learn about the Ohio Public Records Act (Ohio Sunshine Laws)
2. Understand what is considered a public record
3. Identify your responsibilities when creating, handling, and storing public records
4. Understand where to go with questions

### Key Concepts

1. Ohio Sunshine Laws provide public access to records. Any person may request to inspect or obtain public records. Public institutions provide records upon request.
2. A public record is any information kept by a public office that documents public business. This can include: paper, computer records, film/video, email, texts, and voicemail.
3. Your records (including emails and texts) could be requested by any person, agency, or by the news media.
4. There are some exemptions to public records requests.

### Responsibilities

1. Organize your public records based on content, so you can easily locate them.
2. Manage business records on university accounts, not personal accounts.
3. Maintain and destroy records according to records retention schedules.
4. Be thoughtful with your communications. Consider how that document would look if it was released by the media.
5. If you get a public records request, contact your office's designated public records team member or the university public records office.

### More Information

- [Visit the Office of University Compliance and Integrity website](#)
- [Register for Paper and Bytes Training in Buckeye Learn](#) (search for Paper and Bytes)
- [View the Records Management policy](#)
- [View the General Records Retention Schedule](#)
- [Visit the University Archives website](#)

### Further Questions?

Email: [compliance-integrity@osu.edu](mailto:compliance-integrity@osu.edu)

Visit: [compliance.osu.edu](http://compliance.osu.edu)

Call: 614-247-2260