



## Ohio Administrative Code Rule 5505-9-05 Release of records.

Effective: January 21, 2021

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(A) All information contained in the records of the retirement system shall be open to public inspection except the following:

- (1) The personal history record as defined in division (C) of section 5505.04 of the Revised Code.
- (2) The amount of any pension, benefit, or allowance paid to any benefit recipient.
- (3) Medical reports or recommendations, except that this information shall be made available to the member or the member's designee, and to any other persons as necessary for the proper administration of the retirement system.
- (4) Information of which the release is prohibited by the Ohio Revised Code, or if the board determines the information is confidential.

(B) Any member, former member, or benefit recipient may authorize, in writing, the release of personal history records or medical reports or recommendations.

(C) Requested documents may be subject to a fee of five cents a copy, plus any packaging and mailing costs.

(D) There shall be no charge to a member or benefit recipient for a copy of specific data produced by HPRS that is a part of the individual's personal history record.

(E) Nothing in paragraph (A) or (B) of this rule is intended to prohibit the release of personal history records as provided in divisions (C), (D) and (E) of section 5505.04 of the Revised Code.

(F) As used in division (F) of section 5505.04 of the Revised Code, the retirement system logo on official letterhead will function as the system's official seal.



(G) Records of the retirement system may be maintained in digital form. Physical records are subject to immediate destruction; however, records that are deemed to be critical by the retirement board, including member and retirant files, will be retained in printed form for a minimum of six months after imaging.