

**3358: 14-3-12 Personnel records/public records.**

Policy Statement: It is the policy of Northwest state community college that openness leads to a better-informed citizenry, which leads to better government and better public policy. It is the policy of Northwest state community college to strictly adhere to the state's Public Records Act. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing.

- (A) All requests for public records should be directed to: records custodian c/o business office, Northwest state community college, room c107, 22600 state route 34, Archbold, Ohio 43502. The records custodian may also be reached by phone at 419-267-5511. The records custodian will distribute the request to the proper Northwest state community college office and coordinate the response to the requestor.
- (B) The support staff files will be managed in accordance with the school support personnel agreement – Northwest state community college and Northwest state community college education association article ix.
- (C) The professional staff files will be managed in accordance with the professional agreement – Northwest state community college and Northwest state community college education association article xiii.
- (D) The president and graded employee personnel files will be managed in accordance with the procedure 3 – 13 (e)
- (E) Public records - Northwest state community college, in accordance with the Ohio Revised Code, defines records as including the following: 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 a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of Northwest state community college are public unless they are specifically exempt from disclosure under the Ohio Revised Code.
- (F) It is the policy of Northwest state community college that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying (see procedure 3 – 13 (f)(3) for the e-

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mail record policy). Record retention schedules are to be updated regularly and posted prominently

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

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Certification

03/04/2015

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Date

Promulgated Under: 111.15  
Statutory Authority: 3358  
Rule Amplifies: 3358