

**3359-7-01.1 Records compliance office.**

- (A) The records compliance officer shall coordinate the university's compliance with the Ohio public records act, Revised Code 149.011 et. seq., including but not limited to gathering information sought by the requestor, assisting in the proper redaction of information from those records, and providing for the inspection of such information by the requestor or furnishing copies to the requestor. In order for the university to comply fully with Ohio's public records act, the records compliance officer shall have full authority to gather such information as is necessary to comply with the request. All university employees shall cooperate fully with the records compliance officer in providing the records requested, making necessary redactions, allowing for proper inspection, and copying of the records as necessary to conform with the requirements of the law. The records compliance officer shall report to the office of general counsel and shall obtain advice and counsel with respect to records compliance requirements in advance of compliance with records inspection requests, and may assist with other records compliance matters, records archive matters, or other such matters as directed by the office of general counsel.