



## SUNSHINE LAWS TRAINING AGENDA

### *Welcome from the Attorney General*

#### *What is a Public Office?*

- Introduction
- Importance and history of the Ohio Public Records Act
- Education and policy requirements
- Definition of “public office”

#### *What Is a Public Record and Other Basics of the Public Records Act?*

- Definition of “public record”
- Definition of “kept by”
- Non-record v. public record
- Quizzes: Applying the definition of public record
- Requesters’ rights
- Time allowed to respond to a public records request
- Public Records Policies
- Requesters’ obligations
- Limits on public records requests
- Charging for responses to public records requests
- The Public Records Act is subject to legislative changes
- Special access rules for certain requesters

#### *Exemptions*

- Exemptions overview
- Types of records without generally applicable exceptions (e.g. juvenile records)
- Confidential Law Enforcement Investigatory Records (CLEIRs) and other specific exemptions
- Applying exemptions
- Waiver
- Withholding/redacting

#### *Practical Tips and Liabilities*

- Electronic records
- Practical tips for handling public records requests
- Liabilities for violating the Public Records Act

#### *Records Retention*

- Records retention

#### *Open Meetings Act*

- Definitions
- Obligations
- Executive session
- Liabilities