

**Southern State Community College strictly adheres to Ohio's Public Records Act of the Ohio Revised Code. The following is a summary of your rights regarding the request of public records.**

Ohio Revised Code §149.43 grants any person the right to inspect a public record at any reasonable time, and, upon request, to receive copies of a public record, at cost, and within a reasonable period of time.

No specific language is required to make a request of public records; however, the requester must at least identify the records requested with sufficient clarity to allow SSCC to identify, retrieve, and review the records.