

# Public Records Request Policy

Columbus Regional Airport Authority's (CRAA) Public Records Request Policy, summarized here, provides guidance in making available the documents to which the public is entitled by law.

## Defining Public Records

Records that document the work and operations of CRAA are public records, unless they are exempt by law from disclosure. Public records laws apply to records in any format, including those that exist on paper, electronically (for example, email) or on any other media.

## Making Records Accessible

Public records are available for inspection during regular business hours, 8:30 a.m. – 4:30 p.m. Records will be provided promptly for inspection, and copies will be made available within a reasonable period of time.

## Processing Records Requests

No specific language is required to make a request and requests are not required to be in writing. The requester is not required to provide his or her identity nor the intended use of the records. However, the requester must identify records with sufficient clarity to allow CRAA to identify and retrieve them. An ambiguous or overly broad request will be denied, but CRAA will contact the requester for clarification and ask the requester to revise the request accordingly.

## Electronic Records

Electronic records are to be treated in the same way as records in other formats. Email and text messages, for example, may be public records if their content documents the business of CRAA.

## Denial or Redaction of Public Records

Denial of all or any part of a public records request will include an explanation for the denial, including the legal authority. If portions of a record are public and other portions are exempt from disclosure, the exempt portions will be redacted, and the rest released.

## Costs For Public Records

There is no charge to inspect public records or to receive documents electronically via email. Copies of records are available at actual cost, excluding labor. The cost for paper copies is 5 cents per page. The cost for electronic files downloaded to a compact disc is \$1 per disc. The actual cost of postage, mailing supplies, or other delivery costs may be charged. CRAA is permitted to require payment of all costs in advance of delivery.

## Managing Records

The records of CRAA are subject to a records retention schedule, available by request via email to [publicrecords@columbusairports.com](mailto:publicrecords@columbusairports.com).

To make a public records request, email the request to [publicrecords@columbusairports.com](mailto:publicrecords@columbusairports.com) or call 614.239.4000.