

Public Records Request Policy

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



COLUMBUS
REGIONAL AIRPORT AUTHORITY

Defining Public Records

Records that document the work and operations of CRAA are public, 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, typically 8:30 a.m. – 4:30 p.m. Records must be provided promptly for inspection, and copies must 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 may be denied, but the requester must be contacted for clarification and should be assisted in revising the request by being informed of the manner that records are maintained and accessed.

Electronic Records

Electronic records are to be treated in the same way as records in other formats (e.g., email, text messages and instant messages). Records that document the work and operations of CRAA, even if transmitted to or from private email accounts and/or using personal devices, are subject to disclosure and all employees or representatives of CRAA are required to retain them in accordance with applicable records retention schedules.

Denial or Redaction of Public Records

Denial of all or any part of a public records request shall include an explanation of 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. All other costs are actual which may include the cost of postage, mailing supplies or other delivery costs. It is permissible to require payment of all costs in advance of delivery.

The requester may choose to have the record duplicated on paper, on the same medium on which the public record is kept or on any other medium on which CRAA determines the record can reasonably be duplicated as an integral part of normal operations.

Managing Records

The records of CRAA are subject to a records retention schedule, available by request to the Legal department.