

The University of Akron

Procedure for Complying with Public Records Requests

Records Compliance Office

To facilitate prompt access to public records and to ensure compliance with the Ohio Public Records Act (Ohio Revised Code 149.43), all employees responsible for making University records available to the public are expected to comply with the University's Records Policy.

I. Making a Request

To facilitate a timely response, members of the media and any other member of the public seeking records should submit requests to the Records Compliance Office, Buchtel Hall 63, 302 Buchtel Common, Akron, Ohio 44325-4706

II. Assisting with Requests