Mission Statement

The Ohio Casino Control Commission ("the Commission") believes that openness in its handling of public records leads to a citizenry that is better informed about the Commission’s regulatory role, better public policy, and a better perception of the integrity of those gaming activities within the Commission’s jurisdiction. Consistent with the premise that government at all levels exists first and foremost to serve the interests of the people, it is the mission and intent of the Commission to, at all times, comply with and abide by both the spirit and the letter of the Ohio Public Records Act.

Policy

Generally, unless otherwise exempt, a public record is a “record” kept by a public office. A “record” is defined as “any document, device, or item, regardless of physical form or characteristic, created or received by or coming under jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.” This definition includes paper and electronic records, including emails. Emails or other communications conducting state business sent or received via personal accounts may also be subject to disclosure as a public record.

Whether or not a record is a “public record” depends upon the type of record and whether there is an exception in the law authorizing nondisclosure, preventing its release or exempting it from the definition of a public record. Any questions as to whether or not a record is a “public record” should be directed to the Commission’s General Counsel.

All public records created or maintained by the Commission are organized so that they are readily available for inspection and copying in accordance with Ohio Public Records law. Any person, including businesses, individuals, and other government agencies, may make a request for public records. A request does not have to be in writing, and the requestor does not have to provide his or her identity or the intended use of a public record. Although specific language is not required to make a public records request, a requestor must identify records requested with sufficient clarity to allow the Commission to identify, retrieve, and review the records. If it is not clear which records are being sought, Commission staff will ask for clarification and explain how records are organized and maintained.

All public records responsive to a request will be promptly prepared and made available for inspection to any person at all reasonable times during regular business hours, excluding holidays. In addition, all public records responsive to a request will be copied and provided to the requestor within a reasonable period of time. Those seeking public records may be charged in advance for the actual costs of making copies (5 cents per page for paper records, $1 per disc for downloaded computer files). Requestors may ask that documents be mailed to them. If copies are mailed, actual cost of postage mailing supplies may be charged in advance.
If a public record contains information that is exempt from the duty to permit public inspection or copying, the Commission will notify the requestor of any redaction or make the redaction plainly visible on the face of the record. Any denial of public records requests shall include an explanation, including legal authority, in accordance with Ohio law. This explanation will be in writing if the request is in writing.

This public records policy is adopted pursuant to R.C. 149.43.