



Ohio Administrative Code Rule 149:1-1-04 Notice of meetings.

Effective: December 3, 1975

(A) Authority: This rule is adopted in compliance with, and under the authority of, Section 121.22(F), Ohio Revised Code, as amended, effective November 28, 1975.

(B) Any person may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings by:

(1) Writing to the following address:

Secretary, State Records Commission

The Ohio Historical Society

I-71 & 17th Avenue

Columbus, Ohio 43211

(2) Calling the following telephone number during normal business hours: (614) 466-2060

(C) Any representative of the news media may obtain notice of all special meetings by requesting in writing that such notice be provided. Such notice will only be given, however, to one representative of any particular publication or radio or television station. A request for such notification shall be addressed to: Secretary, State Records Commission, The Ohio Historical Center, I-71 and 17th Avenue, Columbus, Ohio 43211.

The request shall provide the name of the individual media representative to be contacted, his mailing address and a maximum of two telephone numbers where he can be reached. The Secretary shall maintain a list of all representatives of the news media who have requested notice of special meetings pursuant to this section.



In the event of a special meeting not of an emergency nature, the Secretary shall notify all media representatives on the list of such meeting by doing at least one of the following:

- (1) Sending written notice, which must be mailed no later than four calendar days prior to the day of the special meeting;
- (2) Notifying such representatives by telephone no later than twenty-four hours prior to the special meeting; such telephone notice shall be complete if a message has been left for the representative, or if, after reasonable effort, the Secretary has been unable to provide such telephone notice;
- (3) Informing such representative personally no later than twenty-four hours prior to the special meeting.

In the event of a special meeting of an emergency nature, the Secretary shall notify all media representatives on the list of such meeting by providing either the notice described in paragraph C-2, supra, or that described in paragraph C-3, supra. In such event, however, the notice need not be given twenty-four hours prior to the meeting, but shall be given as soon as possible.

In giving the notices required by this section (C-3) the Secretary may rely on assistance provided by any member of the State Records Commission and any such notice is complete if given by such member in the manner provided in section (C).

(D) Any person may receive notice of all meetings of the State Records Commission at which specific subject matters designated by such persons are scheduled to be discussed. The Secretary shall maintain a list of all persons who have requested such notification. In order to receive notification, such persons must provide to the Secretary sufficient quantity of self-addressed, stamped envelopes for the mailing of the notices. Such notice shall be mailed no later than seven calendar days prior to the day of the meeting. The Secretary may require persons requesting notice under this paragraph (D) to select from among categories of the public business of the State Records Commission, which categories have been previously established by him.