



Ohio Administrative Code

Rule 3341-1-13 Public Records Policy for Law Enforcement Video Records.

Effective: June 23, 2025

(A) Policy statement and purpose

The purpose of this policy is to establish rules for the university's law enforcement agency when preparing video records for production or inspection, as allowed by Ohio Rev. Code 149.43(B)(1). These rules are in addition to those set forth in the university's general public records policy.

(B) Policy

(1) Charging for production or inspection costs

The university's law enforcement agency will charge for the actual cost of preparing a video record for production or inspection, not to exceed seventy-five dollars per hour of video produced, nor seven hundred fifty dollars total. Actual cost means all costs incurred by the state or local law enforcement agency in reviewing, blurring or otherwise obscuring, redacting, uploading, or producing the video records. Actual cost includes, but is not limited to, the storage medium on which the record is produced, staff time, and any other relevant overhead necessary to comply with the request.

(2) Prepayment is required

The university's law enforcement agency will require a requester to prepay the actual cost of preparing a video record for production or inspection. It will provide an estimate of the actual cost within five business days of receiving the request.

The university's law enforcement agency is not required to start preparing a video record for production or inspection until the requester pays the estimated actual cost in full.

The university's law enforcement agency will notify the requester if the final actual cost is more than



the estimated actual cost. The requester may be required to pay the difference between the final actual cost and the estimated cost if the requester is notified in advance that the final actual cost is more than the estimated actual cost, but the additional charge may not be more than twenty per cent of the estimated actual cost.

(3) Response time

Copies of video records must be produced within a reasonable period of time. Video records must be made available for inspection promptly. "Prompt" and "reasonable" take into account the time it takes the office to retrieve, download, review, redact, seek legal advice regarding, and produce the video record, as well as other facts and circumstances of the records requested. The obligation to produce a video record within a reasonable period of time, or make it available for inspection promptly, does not start until the requester pays the estimated actual cost in full.

Video records will only be available for inspection during regular business hours.