

SEIU/District 1199
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Columbus, Ohio 43215



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PAGE: 1 OF 2

TO: Stephen Brooks, HR FAX: 513.569.1719

FROM: Josh Norris DATE: 8/1/14

RE: Public Records Request

Private and Confidential: The sender intends to communicate the contents of this transmission only to the person to whom it is addressed. This transmission may contain information that is privileged, confidential or otherwise exempt from disclosure under applicable law. If you are the employee or agent responsible for delivering this transmission to the recipient you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this transmission in error, please notify us immediately and promptly destroy the original transmission. Thank you for your assistance.

EXHIBIT
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Writer's email address: jnorris@seiu1199.org

August 1, 2014

VIA FAX AND US MAIL and ELECTRONIC MAIL

RE: PUBLIC RECORDS REQUEST

Mr. Brooks:

In accordance with Ohio Rev. Code §149.43(A)(1), I am writing that I be provided with copies, at my expense, of certain public records on behalf of the Service Employees International Union (SEIU) District 1199. If you are not the individual responsible for public records requested, please forward this request to that individual or office and provide me with the name, address and telephone number of such. Specifically, I request the following records:

Any and all personnel files of Stephen Brooks, Carla Chance, Odell Owens and Betty Young, including, but not limited to any files kept by the College that have been redacted, removed, segregated, or otherwise kept separately that contain personnel information other than personal medical information on the abovementioned individuals. This request specifically encompasses any complaints and/or allegations made by any employee, student, and/or members of the public involving the named individuals for the time period of November 2011 through the date of this letter, as well as any finding made, and/or settlement or agreement entered into as a result of any complaint.

Division (B) of the Ohio Revised Code §149.43 states that public records shall be promptly prepared and made available for inspection at all reasonable times during regular business hours. That section goes on to state that upon request the person responsible for public records shall make copies available at cost within a reasonable period of time. The records requested can be provided on digital media in a commonly utilized format and forwarded to the e-mail address provided above. If more convenient for you, I will accept documents at fax number or address above or I will have the requested documentation picked up in person upon your notification. I will accept documents on a piece meal basis. I am prepared to pay reasonable costs for the copies, as well as pay for the cost for mailing such documents. I do request that a statement of those charges be prepared. Please provide documents to me on or before **August 15, 2014**.

If there is no documentation responsive to a particular request, please indicate such in writing. If you believe that this request is somehow defective or that you do not have to provide particular documents subject to the public records law, please specify under which exemption you believe the documents qualify. I thank you in advance for your cooperation.

Sincerely,
Joshua Norris
Public Division Director
SEIU District 1199 WV/KY/OH
614-461-1199
JNorris@seiu1199.org