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**QUESTIONS REGARDING OHIO SUNSHINE LAWS TRAININGS**

*Q: Does H.B. 9 require that I attend a certified Public Records training at least once per elected or appointed term?*

A: Yes; regardless of whether elected or appointed to a 2- or 4-year term, you or your appropriate designee must attend a certified three-hour H.B. 9 Public Records training once every term.

*Q: Are any elected officials exempt from the H.B. 9 trainings?*

A: Yes, justices of the Supreme Court and judges of the Courts of Appeals, Courts of Common Pleas, Municipal Courts, County Courts, as well as clerks of any of those courts, are exempt.

*Q: Who can serve as an appropriate designee?*

A: "Designee" means a designee of the elected official in the public office if that elected official is the only elected official in the public office involved or a designee of all the elected officials in the public office if the public office involves more than one elected official.

*Q: Is there a cost associated with the training conducted by the Attorney General's Office?*

A: No, H.B. 9 mandates that all trainings conducted by the Ohio Attorney General's Office be free of charge to elected officials or their appropriate designees.

*Q: I have a conflict that prevents me or a designee from attending an upcoming training. Will a future training be offered in my region?*

A: Most likely. Several dozen H.B. 9 Public Records trainings are being planned for 2009-2010. Please check our website at [www.ag.state.oh.us/publicrecords/training.asp](http://www.ag.state.oh.us/publicrecords/training.asp) for a list of scheduled trainings. The Attorney General's Office is also partnering with several associations representing elected officials to integrate the H.B. 9 Public Records training into association meeting and/or conference agendas. The Auditor of State's office is authorized to provide certified H.B. 9 training programs as well.

*Q: What topics will be covered at the trainings?*

A: Topics covered will include: organization and availability of public records, records retention schedules, dealing with ambiguous records requests, denial of requests, choice of duplicating medium, proper records redaction techniques and Ohio's Open Meetings Act.

*Q: Will my participation in the H.B. 9 Public Records training be noted?*

A: Yes, the Ohio Attorney General's Office will provide you with a Certificate noting your attendance approximately 2-3 weeks after the training.