After a public records request has been submitted, an email notification will be sent to those users whose organization scope includes the organization specified in the request and have the Public Records role.

To view a public records request, log in to Ohio|Buys. The My Pending Validations window on the Ohio|Buys homepage shows the most recent tasks that are awaiting your review. If desired, you can click on the **Object** hyperlink for any tasks that have an **Activity** of Records Request Review or Selected Reviewers. Once you have found the task you would like to open, click on the **Object** name.

Review the request information. If the request is at the Records Request Step of the workflow and additional reviewer needs to be added, select additional reviewers under the **Public Records Reviewers** field.

The selected performers will be able to review and take action on the public records request. If you are unable to fulfill the public records request and believe it was routed to the incorrect organization, click the **Forward** button at the top of the page to forward the request to an additional user. A user should forward a public records request instead of assigning a Public Records Reviewer if they believe the request should be assigned to a different agency. Any agency user in Ohio|Buys can be assigned as a Public Records Reviewer or can be forwarded a public records request.

To proceed with fulfilling the request, click **Validate** (at the Records Request Review step of the workflow) or click **Approve** (at the Selected Reviewers step of the workflow).

To reject, click **Reject**.

After a public records request has been validated/approved, the validating/approver user should fulfill the request and provide the requested information to the requester. All public records requests are currently fulfilled by emailing the requested information outside of Ohio|Buys.

If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via email (OBM.SharedServices@OBM.ohio.gov) or phone (877-644-6771).