Step-by-Step Instructions for Reviewing a Public Records Request

1. 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*. Once you have found the task you would like to open, click on the **Object** name.

2. Review the request information. If needed, select additional reviewers under the **Public Records Reviewers** field. In addition to selecting additional reviewers, a user can also forward a public records request to a user of their choice by using the forward button.

   ▲ The performers selected will be able to review and approve/reject the public records request.

3. To approve the request, click **Approve**.

   To reject, click **Reject**.

   ▲ After a public records request has been approved, the approving user should fulfill the request and provide the requested information to the requester.

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