

## **PUBLIC RECORDS**

### **Rule 4729-1-03 [Update effective 04/27/2007]**

- (A) Public records, as defined in section 149.43 of the Revised Code, maintained by the state board of pharmacy, are available for inspection at the board office between the hours of eight a.m. and four-thirty p.m., Monday through Friday of each week, state holidays excluded.
- (B) Copies of public records will be made available at cost pursuant to the following conditions:
- (1) A written request shall be submitted to the board of pharmacy specifying which records are to be copied, the number of copies, and the date that such copies are needed.
  - (2) Upon receipt of the written request, the board shall determine the cost and the amount of time necessary to provide such copies. The copies will be prepared and provided only when the board has been reimbursed for the cost.
- (C) The names and addresses of persons licensed or registered with the board will be provided at cost pursuant to the following conditions.
- (1) A written request is submitted to the board of pharmacy specifying:
    - (a) The names and addresses that are to be provided;
    - (b) The form and format in which the records are to be provided;
    - (c) The date that the names and addresses are needed.
  - (2) Upon receipt of the written request, the board shall determine the cost and the amount of time necessary to provide the names and addresses. The names and addresses will be prepared and provided only when the board has been reimbursed for the cost.

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