

As used in these definitions R.C. refers to the Ohio Revised Code and Ohio Adm.Code refers to the Ohio Administrative Code.

Refer to "Vocational Rehabilitation (VR) Definitions Listing" (80-VR-99.A) for VR-related terms.

Refer to "Information Technology (IT) Definitions Listing" (60-ITG-99.A) for IT-related terms.

Access – an opportunity to copy, view, or otherwise perceive, or the act of actually copying, viewing, or otherwise perceiving.

Agreement Designee – an individual designated from an OOD Division/Bureau who is responsible for the development and oversight of a legal agreement, interagency agreement (IA) or memorandum of understanding (MOU) as it moves through the review, logging, implementation and monitoring process as outlined below.

Anything of Value - includes anything of monetary value, including, but not limited to, money, gifts, food or beverages, social event tickets and expenses, travel expenses, golf outings, consulting fees, compensation, or employment. "Value" means worth greater than de minimis or nominal.

Anyone doing business with OOD - includes, but is not limited to, any person, corporation, or other party that is doing or seeking to do business with, regulated by, or has interests before OOD.

Ballot Issue – one of three (3) types of issues (i.e. initiated statute, initiated constitutional amendment, and referendum) placed on the statewide ballot to be voted on by all citizens of the

Breach of Confidential Personal Information – unauthorized access, use, disclosure, or removal of confidential personal information.

Chief Ethics Officer – OOD's Chief Legal Counsel is designated as the individual responsible for assisting all employees in complying with the requirements of the Ethics Laws and to answer any questions regarding the same.

Civil Service – includes all offices and positions of trust or employment in the service of the state.

Classified Employees – employees, defined by Ohio Revised Code and Ohio Administrative Code, who generally have protection under civil service laws and collective bargaining agreements.

Confidential Personal Information (CPI) – personal information (e.g. social security numbers, program participant identification, case records) that: is not a public record for purposes of Ohio Revised Code [149.43](#); is maintained as confidential pursuant to Ohio Administrative Code 3304-1-15(G) or 3304-2-63; and for the Division of Disability Determination, includes personally identifiable information (PII) as defined in DDD's Ohio Supplement OS 145 "Safeguarding Personally Identifiable information (PII)" for individuals who file social security disability claims.

Contract – a binding legal agreement between two or more parties for performing or refraining from performing some specified act(s) in exchange for lawful consideration.

Contractor – the outside party with which OOD enters into an executed legal agreement.

Cooperative Agreement – a legal agreement used primarily for transferring money, property, or services to a state or local government or to another recipient to accomplish a public purpose or support or stimulation where substantial involvement is expected between the government agency and the recipient.

Court order – a court or judge's written direction or command.

Data Privacy Point of Contact (DPPOC) – the OOD employee assigned to work with the chief privacy officer within the Department of Administrative Services (DAS), Office of Information Technology (OIT) to ensure that CPI is properly protected and OOD complies with R.C. 1347.15 and any rules adopted thereunder. The DPPOC of OOD is the Chief Information Security Officer in the Division of Information Technology (IT).

Deputy Director – a member of the Executive Team who is responsible for the oversight and management of their Division/Bureau (includes the Communications Chief, Chief Legal Counsel, Chief Financial Officer [CFO], and Chief Information Officer [CIO]).

Digital Media – any media that is encoded in machine-readable formats (i.e., media created, viewed, distributed, modified and preserved or available on digital electronic devices [e.g., DVD, flash drive]).

Executive Team – a group of staff, as designated by the Director, but normally consists of the deputy directors of various OOD divisions/bureaus.

Exposure of Confidential Personal Information – inappropriate or unnecessary sharing or use of CPI, even with a person or entity covered by OOD's confidentiality provisions, or otherwise in violation of OOD policies and procedures.

Fiduciary – acting legally or ethically on behalf of a business or person(s), putting the business or person(s) interests ahead of their own, i.e., trustee or officer of an organization, and guardian or representative of an individual.

Grant – a legal agreement providing financial assistance by the Federal Government, or other funding sources, used to pay the costs associated with administering programs under the jurisdiction of OOD. Other funding sources may include other state agencies and/or political subdivisions.

Honoraria – any payment given for a speech, publishing an article, or attendance at an event.

Interagency Agreement (IA) – a formal agreement to foster collaboration, usually between two (2) or more state agencies, or between a state agency. This collaboration is a mutually beneficial and well-defined relationship to achieve common relationships and goals; a jointly developed structure and shared responsibility; mutual authority and accountability; and sharing of resources and rewards.

Intermediate document – a document that has significant legal, administrative, or fiscal value, but does not contain information that influences agency policy.

Legal Agreement – a document between parties, creating mutual obligations, which is enforceable by law, and which may include the following; contract, grant, memorandum of understanding, interagency agreement, cooperative agreement, or any addendum of such document, in which OOD is a signatory.

Letter of Intent (LOI) – an interim agreement that summarizes the main points of a proposed deal, or confirms that a certain course of action is going to be taken. Normally, it does not constitute a definitive contract but signifies a genuine interest in reaching the final agreement subject to due diligence, additional information, or a fulfillment of certain conditions.

Memorandum of Understanding (MOU) – a formal agreement to establish mutual accord between the parties regarding their respective roles, duties, obligations, and responsibilities for the implementation of the project or relationship, entered into by two (2) or more organizations to achieve common goals. The relationship includes a commitment to: a definition of mutual relationships and goals; a jointly developed structure and shared responsibility; mutual authority and accountability; and sharing of resources and rewards.

Non-record document – a document that is generally personal in nature and does not meet the definition of a public record as it does not document the business of the agency and does not have administrative value.

Non-partisan – no affiliation with a political party (e.g., republican, democrat, independent).

Partisan – affiliated with a political party (e.g., republican, democrat, independent).

Off-site Records Coordinator – Division of Fiscal Management employee who is responsible for coordinating off-site (anywhere that is not an OOD office) records storage and maintaining an inventory list of off-site records.

Outside Party – the proposed entity with which OOD may enter into a legal agreement.

Permanent document – a document that has significant administrative, legal and/or fiscal value, and may be subject to retention for historical purposes.

Public Office – includes any state agency, public institution, political subdivision, or other organized body, office, agency, institution, or entity established by the laws of Ohio for the exercise of any function of the government and may also include agencies not directly operated by a political subdivision but who have the functional equivalence of a governmental entity.

Public Record – any item that 1) contains information stored on a fixed medium (e.g., paper, computer disc, tape); 2) is created, received, or sent under the jurisdiction of a public office; and 3) documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. However, a record kept in a public office is not a public record if it meets any of the exceptions listed under Ohio Revised Code section §149.43.

Record – any document, device, or item, regardless of physical form or characteristic, including an electronic record, created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, procedures, decisions, operations or other activities of the agency.

Records Management Officer – Assigned OOD staff person(s) designated to the Department of Administrative Services (DAS) as the person who is responsible for the oversight and management of the Records Management Program (RMP) at OOD.

Retention Schedule – a DAS approved schedule that states how long a record series needs to be retained for administrative, legal, fiscal or historic purposes after it has been created or received by OOD.

Records Storage Box – a box which is designed specifically for records storage.

RIMS – acronym for DAS' Records Information Management System.

Secondary Employment – any paid outside employment, ownership of a business, or other paid or unpaid fiduciary relationship to a business or non-profit activity, or person by an OOD employee.

Senior Administration – includes the divisional/bureau Deputy Director and Assistant Deputy Directors.

Social Media – various forms of websites and applications through which users and organizations use online communities (e.g., X (formerly, Twitter), Facebook, LinkedIn, YouTube, Instagram) to share information, ideas, personal messages and other content (e.g., videos), collaborate/network and leverage for business development and organization.

Site Records Coordinator – the individual(s) designated by the division/bureau deputy director that is responsible for the management of records at their location (e.g., Cincinnati Office) or within their division (e.g., Human Resources).

Subpoena – a legal document or order commanding a person to appear and testify before a court or other tribunal, subject to being held in contempt for failing to comply.

Subpoena duces tecum – a subpoena ordering a person to appear in court or other tribunal to testify and/or to bring specified documents, records, or items. At times, a subpoena duces tecum will give the person subject to the subpoena an opportunity to provide the records in lieu of personally appearing to testify.

Supply – goods or equipment.

Transient document – a document that has limited administrative value and does not set OOD policy, establish guidelines or procedures, certify a transaction or become a receipt, and only conveys information of temporary importance.

Unclassified Employees – employees in positions listed in R.C. 124.11(A) who serve at the pleasure of the Director or Governor and are not subject to competitive examination.

Volunteer Activity – Service for an entity for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered.