

**Sunshine Law Star Rating System (StaRS)
(IPA Audit/AUP Engagements)**

Entity Name: _____

Project Number: _____

In order to determine each applicable entity's StaRS level per Section 2-23 of the current *Ohio Compliance Supplement*, the following form **MUST** be completed prior to submission of the audit report for release.

Instructions:

1. If a written citation (GAGAS level or management letter) regarding any of the 13 mandatory testing requirements has been approved by legal counsel, and was included in the audit report or management letter, click the "Noncompliance Reported" button in the StaRS Results section below and skip to step 4.

2. If noncompliance was **NOT** reported and **NO** best practices were implemented, click the "NO Noncompliance Reported and NO Best Practices Implemented" button in the StaRS Results section below and skip to step 4.

3. If noncompliance was **NOT** reported and best practices **WERE** implemented, click the checkbox next to each best practice that has been implemented by the entity at the time of audit, based on the testing performed and documentation maintained in the audit work papers. (Although compliance with the ORC statutes should be only tested for the audit period, the entity should be provided "credit" for implementation of any best practice that is in place at the time of audit, regardless of whether it was in place during the audit period.)

NOTE: If an entity, such as a county, has multiple public records processes, at least one process must have implemented the best practice to get "credit." (i. e. every process tested does **not** need to demonstrate implementation of the best practice in order for the entity to receive "credit" for implementation.)

4. Submit the completed form (with the entity name and project number listed) to the Center for Audit Excellence with the final audit/AUP report.

StaRS Results:

- Noncompliance Reported
- NO** Noncompliance Reported and **NO** Best Practices Implemented
- NO** Noncompliance Reported and the following Best Practices Implemented

(please click the box next to the description for each best practice implemented)

- 1. **Method to Track Public Records Requests**
- 2. **Standard Request Forms**
- 3. **Public Records Request Acknowledgement**
- 4. **Public Records Custodian Identified and Trained**
- 5. **Prompt Certified Public Records Training**
- 6. **Online Presence – Upcoming Events and Office Operations**
- 7. **Online Presence – Official Documents**