

STANDARD OPERATIONAL GUIDELINE

RELEASE OF PUBLIC RECORD

Effective: 05/15/09

Revised:

PURPOSE: To establish a system for the release of records open to public disclosure.

GUIDELINE:

Any party, whether public or private, requesting disclosure of a public record must submit such a request in writing using the Request for Disclosure of Public Records form available at the District Administration Office. The records custodian will maintain the original copy of the form and return a copy to the requester.

Requests will be processed by the records custodian, and copies of requested records (if available) will be released within a reasonable amount of time. The records custodian will complete the Response to Public Records Request form and return the original form to the requesting party along with any disclosed records, maintaining a copy of the Response form for record.

Parties requesting public records are required to pay any fees associated with the production of such records prior to their release.