

PS 4.12 Record Requests

Each request for public records should be evaluated for a response using the following guidelines:

- The requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records.
- The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record.
- Requested public records are to be available for inspection during regular business hours, with the exception of published holidays. These public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.
- Each request should be evaluated for an estimated length of time required to gather the records.
- If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released.