

PUBLIC ACCESS TO PUBLIC RECORDS

1.0 **Definitions:**

- 1.1 "Custodian" means the elected or appointed official (superintendent of schools) charged with administering a public body.
- 1.2 "Person" includes any natural person, corporation, partnership, firm or association.
- 1.3 "Public body" means every state officer, agency, department, including the executive, legislative and judicial departments, division, bureau, board and commission; every county city governing body, school district, special district, municipal corporation, and any board department, commission, council or agency thereof; and any other body which is created by state or local authority or which is primarily funded by the state or local authority.
- 1.4 "Public record" includes any writing containing information relating to the conduct of the public's business, prepared, owned and retained by a public body.
- 1.5 "Writing" includes any book, papers, maps, photographs, cards, tapes, recordings or other documentary materials, regardless of physical form or characteristics.

- 2.0 Every person has a right to inspect or copy any public record of the Monroe County Board of Education. A request to inspect or copy any public of the Monroe County Board of Education shall be made directly to the custodian.
- 3.0 The custodian shall provide and furnish proper and reasonable opportunities for inspection and examination of the records in his office and reasonable facilities for making memoranda or abstracts there from during the normal business hours.
- 4.0 All requests for information of records of the Monroe County Board of Education shall be reasonable. The custodian shall issue records within a maximum of five working days unless other specified.
- 5.0 The custodian shall advise all persons making requests of the time and place at which he may inspect materials.
- 6.0 The custodian may deny the request stated in writing and the reasons for such denial. (29B-1-4)
- 7.0 The public body may charge reasonable fees for the reproduction of such records.