

# CREEK COUNTY RURAL WATER DISTRICT #2

## POLICY STATEMENT

### OPEN RECORDS ACT PROCEDURES

Adopted September 13, 1995

*Adopted, 2013*

The Board of Directors recognizes the necessity of complying with the Open Records Act, and requires that all office staff members comply with the specifications of this Act. This policy is not intended to impede the access of information or make such information more difficult to obtain. The purpose of this policy is to provide more efficient access to the information available, while not interfering with the daily flow of office business. Therefore, information requested under the Open Records Act may be obtained as follows:

1. The request must be made *using a completed Request for Information under the Freedom of Information Act. If you do not have this document, one can be provided at the District office. Once the proper paperwork is submitted, the request will be filled as quickly as possible; notification will be given when the documents are ready.* Only the specific information requested will be released.
2. Copies will be reproduced at a cost of *twenty-five (.25) cents per sheet of paper; this includes both 8 ½ x 11 and 8 ½ by 14 (legal size). Documents larger than this will be at the direct cost of reproduction. This would also include other types of records that the District equipment is incapable of reproducing. Audio Cassette, CD, or DVD reproduction is \$6.00 each.*  
District records will not be released to unauthorized persons for copy outside of the District office.
3. A search fee of *\$30.00 per hour/\$7.50 per ¼ hour* may be added if the request will result in excessive disruption of the essential functions of the staff.
4. *All other media reproduction will be at exact cost.*
5. *Delivery (Mail, Email, etc.) will be at exact cost.*