



REQUEST FOR DOCUMENT

INSTRUCTIONS 1. Requestor submits "REQUEST FOR DOCUMENT FORM". 2. Custodian determines if the information requested is open or closed record. If a closed record, notes on request form and returns it to the requestor. If open record, custodian reviews request and provides an estimate of charges for information. Fees may be waived pursuant to applicable statute. If custodian is unable to retrieve documents within three days the requestor is provided with time, date and place when record will be available and the reason for the delay. 3. If information is still desired, requestor provides 50% deposit. 4. Appropriate staff conducts document research and provides document to requestor. 5. Requestor pays balance of costs at time of receipt. 6. Custodian remits fees received to Division of Accounting.	SEND REQUEST TO: (AGENCY ADDRESS)
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SECTION I - TO BE COMPLETED BY REQUESTOR

R E Q U E S T F O R M	ITEM REQUESTED		DATE REQUESTED	
	AGENCY		PREFERRED MEDIA <input type="checkbox"/> PHOTOCOPY <input type="checkbox"/> MICROFILM <input type="checkbox"/> DISK	
M A B D Y E	REQUESTOR'S NAME		ORGANIZATION/COMPANY	
	ADDRESS	CITY	STATE	ZIP

SECTION II - TO BE COMPLETED BY DOCUMENT CUSTODIAN

<input type="checkbox"/> OPEN/CLOSED DOCUMENT (RESTRICTED ACCESS)	If open record, able to retrieve in three days? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> OPEN DOCUMENT <input type="checkbox"/> CLOSED DOCUMENT (Not Available)				
If unable to retrieve document within three days, provide time, date and place of availability ➔	<table border="1"> <tr> <td>TIME</td> <td>DATE</td> <td>PLACE</td> </tr> </table>	TIME	DATE	PLACE
TIME	DATE	PLACE		
REASON FOR DELAY/OR REFUSAL: (See reverse side; Add additional sheets if necessary)				

SECTION III - ESTIMATED CHARGES

PREFERRED MEDIA	NUMBER OF COPIES	X	COST PER COPY	+	RESEARCH COST RATES		=	TOTAL
					CLERICAL	PROFESSIONAL		
PHOTOCOPIES		X		+			=	
MICROFILM		X		+			=	
DATA DISKS		X		+			=	
OTHER: _____		X		+			=	
To be paid by requestor before agency releases the information. To be paid by personal check, money order, cashier's check or cash (Cash not by mail). ➔					ESTIMATED POSTAGE AND HANDLING			
					SUBTOTAL			
					AMOUNT DUE BEFORE RESEARCH			

SECTION IV - ACTUAL CHARGES

PREFERRED MEDIA	NUMBER OF COPIES	X	COST PER COPY	+	RESEARCH COST RATES		=	TOTAL
					CLERICAL	PROFESSIONAL		
		X		+			=	
ACCOUNTING VERIFICATION					POSTAGE AND HANDLING			
DATE CHECK RECEIVED	CHECK NUMBER				TOTAL CHARGES			
AMOUNT OF CHECK	DATE REQUEST MAILED				LESS DEPOSIT			
CUSTODIAN	DATE				BALANCE DUE			

CLOSED RECORDS AUTHORIZED BY STATUTE

- 1) **Legal actions** – causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys. However, any vote relating to litigation involving a public governmental body shall be made public upon final disposition of the matter voted upon provided however, in matters involving the exercise of the power of eminent domain, the vote shall be announced or become public immediately following the action on the motion to authorize institution of such a legal action. Legal work product shall be considered a closed record;
- 2) **Leasing, purchase or sale of real estate by a public governmental body** – where public knowledge of the transaction might adversely affect the legal consideration thereof. However, any minutes or vote or public record approving a contract relating to the leasing, purchase or sale of real estate by a public governmental body shall be made public upon execution of the lease, purchase or sale of the real estate;
- 3) **Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded** – However, any vote on a final decision, when taken by a public governmental body, to hire, fire, promote or discipline an employee of a public governmental body must be made available to the public within seventy-two hours of the close of the meeting where such action occurs; provided, however, that any employee so affected shall be entitled to prompt notice of such decision is made available to the public. As used in this subdivision, the term “**personal information**” means information relating to the performance or merit of individual employees;
- 4) **The state militia or National Guard or any part thereof;**
- 5) **Non-judicial mental or physical health** – proceedings involving identifiable persons, including medical, psychiatric, psychological or alcoholism or drug dependency diagnosis or treatment;
- 6) **Scholastic probation, expulsion or graduation of identifiable individuals** – including records of individual test or examination scores, however, personally identifiable student records maintained by public educational institutions shall be open for inspection by the parents, guardian or other custodian of students under the age of eighteen years and by the parents, guardian or other custodian of students under the age of eighteen years and by the parents, guardian or other custodian and the student if the student is over the age of eighteen years;
- 7) **Testing and examination materials, before the test or examination is given or, if it is to be given again, before so given again;**
- 8) **Welfare cases of identifiable individuals;**
- 9) **Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups;**
- 10) **Software codes for electronic data processing and documentation thereof;**
- 11) **Specifications for competitive bidding until either the specifications are officially approved by the public governmental body or the specifications are published for bid;**
- 12) **Sealed bids and related documents, until the earlier of either when the bids are opened, or all bids are accepted or all bids are rejected;**
- 13) **Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, except that this exemption shall not apply to the names, positions, salaries and lengths of service officers and employees of public agencies once they are employed as such;**
- 14) **Records which are protected from disclosure by law;**
- 15) **Meetings and public records relating to scientific and technological innovations in which the owner has a proprietary interest.**

Each agency shall appoint a custodian who is responsible for the maintenance of that agency's records, the identity and location of whom shall be made available upon request.

Public access for inspection and copying of records will be given during the normal working hours of the agency. Those hours will be 8:00 – 5:00 p.m. Monday through Friday unless otherwise established. No person shall remove original public records from the agency's office without written permission of designated records custodian.