



Mormon Lake Fire Department

Policy & Procedure Manual

Public Records & Fees

Document Number	Revision No.	Approved Date	Approved By
8.1	4	9/3/2016	<i>Mary E. Lusk</i>

PURPOSE: Policy, Fees and Process for Requesting Public Records including Website postings

RESPONSIBILITY: Chief and Custodian of Records

CYCLE: As Requested

SCOPE: Public and Commercial Requests for documents

PROCEDURE: Any person may request to examine or be furnished copies, printouts or photographs of any public record during regular office hours or may request that the custodian email (If possible) or mail a copy of any public record to the requesting person or entity.

The custodian of record may require the requesting party to pay in advance for any documents and/or postage charges. The custodian of such records shall furnish, within a reasonable amount of time, such copies, printouts or photographs and may charge a fee at the rate(s) listed below. Public records for purposes listed in sections §39-122 or §39-127 shall be furnished without charge

1.0 Requests for Public Records shall include the following information

- 1.1 Name, address, and phone number of the requesting party.
- 1.2 Type of document (description)
- 1.3 The approximate date, month, and year

2.0 Requests for records shall be provided within a reasonable amount of time.

3.0 The following charges will apply for all record requests and payment must be made by check to the Mormon Lake Fire District.

Each Page	.10¢
CD's (includes Postage)	\$10.00

4.0 Fees may be waived when deemed prudent.



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5.0 Board Meetings

- 5.1 Pursuant to *A.R.S. §38-431.02* Copies of each meeting's Agenda will be posted at the Post Office, on the Fire Department's Bulletin Board located at the front of the building, and on the Department's website. Copies of the Agenda will be available to the public prior to the start of a Board Meeting and the Public Intention to Speak to the Board.
- 5.2 Pursuant to *A.R.S. §38-431.01.D* Recordings from Regular Fire Board meetings and Special meetings shall be available on CD in the Department Office within 72 business (working) hours following the meeting.
 - 5.2.1 Draft minutes will not be posted to the web site. Draft, typed meeting minutes are not available to the Public until approved by the Board.
- 5.3 Recordings and Minutes of Executive Sessions are not available for public review.
- 5.4 Typed, approved minutes will be published on the Web site following the meeting after which they are approved.
- 5.5 Approved Treasurer's Reports are available upon request in the Department Office during normal Business hours.
 - 5.5.1 Additional documentation included in the Board's packet may be included with the minutes posted to the Web site.
- 5.6 Quotes will not be included with the Web site postings of minutes but may be viewed during normal business hours.

6.0 No CD's, memory sticks or other means of transferring documents, that are not department property, will be used to copy files from the department computers due to the possibility of compromising the departments' computers.

7.0 For any documents that have been sent to the Arizona State Library for permanent retention, the requesting party shall be informed of their location and that it is their responsibility to contact the library in order to obtain copies.

8.0 Commercial Purpose Requests

- Pursuant to *A.R.S. § 39-121.03 (A)*: When a person requests copies, printouts or photographs of public records for a commercial purpose, the person shall provide a statement setting forth the commercial purpose for which the copies, printouts or photographs will be used.
- Public records for commercial purposes are provided at a cost of \$25.00 for less than 10 pages; anything over 10 pages, the rate shall be \$25.00 for the first 10 pages and any subsequent pages will be at the rate of \$.30 per page.



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INDIVIDUAL RIGHTS

- 1) Right to access copy: Pursuant to *A.R.S. § 39-121. Inspection of Public Records* - Public records and other matters in the custody of any officer shall be open to inspection by any person at all times during office hours.
- 2) Right to restrict use or disclosure: All documents that are open to inspection are available upon request during normal office hours.

ASSOCIATED DOCUMENTS

- 1) Resolution No. 2016_02_A
- 2) Bd. 06 - Public Intention to Speak to the Board

REVISION HISTORY

Date	Rev.	Section	Changes
3/12/2016	1	All	
4/5/2016	2	Procedure	Removed - All public records shall be made available except those that are protected by statute.
4/5/2016	2	3.0	Added - and payment must be made by check to the Mormon Lake Fire District.
4/5/2016	2	5.1	Removed - only Added - and the Public Intention to Speak to the Board
4/5/2016	2	5.5	Changed - Financial to Treasurer's
4/5/2016	2	Individual Rights 2)	Removed - unless protected by statute, Added - that are open to inspection
4/5/2016	2	Associated Documents	Added - 2) Bd. 06 Public Intention to Speak to the Board
7/16/2016	3	5.2	Changed - published on the Web site or CD's made available. To: shall be available on CD in the Department Office within 72 Hours following the meeting.
7/16/2016	3	5.5	Changed - Approved Treasurers Report for the corresponding month will be posted with the approved minutes. To: <u>Approved</u> Treasurer's Reports are available upon request in the Department Office during normal Business hours.
7/16/2016	3	5.5.1	Removed
9/3/2016	4	5.2	Changed - 72 hours To - 72 business (working) hours