

2.04 POWERS FOR THE RELEASE, INSPECTION AND REPRODUCTION OF RECORDS AND PROPERTY OF THE TOWN OF OSBORN.

(1) **Policy.** Any public record of the Town of Osborn will be made available for inspection by contacting the legal custodian and an appointment made. No original public records of the Town shall be removed from the possession of the official legal custodian. The official legal custodian shall be responsible for designating where, when and how the public records of the Town may be inspected and copied.

(2) **Procedure.** (a) After the receipt of any written request for access to the public records of the town, the official legal custodian will attempt to make such records available as soon thereafter as practical. In any event, every request shall be responded to within five working days.

(b) If a request is denied, it will be denied in writing, not later than five working days after the request has been made. If a public record cannot be made available within five working days, the official legal custodian will inform the requestor when the record can be made available.

(c) If the official custodian determines that portions of any records requested contain information which should not be released, the custodian will edit such records to remove the material not to be released and thereafter release the balance of the document.

(d) Any request for computer records of the Town will be referred by the official legal custodian to the individual in charge of the equipment to determine the cost of any computer search, printing charges and possible time available on the machine. Since computer time can be expensive, computer information will not be provided until the person requesting the information is informed of the estimated costs.

(e) It is the general policy of the Town that the legal custodian will not respond to oral requests for records of the Town and, therefore, all requests for any records of the Town must be submitted in writing to the official legal custodian. It is not necessary that any person requesting access to the records of the Town identify himself or herself in order to obtain a record, nor need any person requesting access to the records of the Town state any reason for his or her request.

(f) Any written requests for a record must reasonably describe the record or information sought. If the official legal custodian cannot reasonably determine what records or information are being requested, the request shall be denied in writing and the reason for the denial shall be stated in the written denial.