



Mormon Lake Fire Department

Policy & Procedure Manual

Public Records & Fees

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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.

