

## Preamble

This policy is being adopted in the interest to fairness, to insure that public documents have the widest availability and at the same time are protected as required by law. This dual responsibility is one to be taken seriously and the public can be best served by a consistent and fair policy. This policy meets requirements set out in General Statute 132 and sets out a plan for lawful orderly distribution. The City staff will scrupulously comply with the law and we recognize the importance of free access of public information, It is with that in mind the following policy is adopted.

## RESOLUTION

WHEREAS the Governing Body of the City of Mount Airy is very interested in open, accurate and up-to-date communications with our citizens, businesses and visitors of Mount Airy;

AND WHEREAS the City is interested in having an orderly, efficient and thorough policy and procedure for making public records available to citizens, businesses and the various media;

AND WHEREAS the City feels it is important and necessary to have a written policy and procedure for official information passing from the public records and for having a uniform method of handling request for public records and for maintaining an open line of communications consistent with the General Statute Laws;

NOW, THEREFORE, BE IT RESOLVED that we declare the attached to be the policy of the governing body and the adopted procedure to comply with the General Statute Laws as well as policy and procedures.

Adopted this 3<sup>rd</sup> day of November, 1992.

## CITY OF MOUNT AIRY PUBLIC RECORDS POLICY

1. All public records are to be maintained in accordance with published laws.
2. All public records are to be filed in an appropriate place in the City of Mount Airy owned or controlled property; to be filed in a proper and orderly manner.
3. All public records are to be retained or disposed of in accordance with the laws governing record retention or disposal. The local governing body may direct record retention beyond that required by law for historical or statistical information.
4. All request for public records are to be handled by a written request through the office of the City Manager or designee and it is the responsibility of the City Manager or designee to determine a thorough and efficient procedure to carry out such request in a timely and orderly manner. Request forms will be readily available.
5. The City Manager or designee is to be responsible for directing City Personnel in matters of procedure details, timing, research, copying and other details. City staff shall use their best efforts to respond to routine requests by making the records available promptly, if not immediately, taking into account staffing limitations and other operational responsibilities. More complex requests can be expected to take longer.
6. Responses by designated City staff will be consistent and uniform, without differential treatment.
7. The City staff shall not lead, deter or unreasonably delay an individual in the selection or inspection of records. The staff will provide reasonable assistance, but the person requesting the records must be specific within reason.
8. The City Manager will be responsible for maintaining an adopted log of records dispensed.
9. This policy and responses by City staff shall not conflict with applicable state laws, concerning such matters as public records, open meetings and confidentiality of personnel records. The City staff shall consult with the City Attorney as warranted.
10. The Board shall determine a reasonable fee for copies. Copies shall be provided within a reasonable time, including certified copies, upon payment of the fee.
11. The City reserves the right to make special arrangements as necessary to respond to requests that are unduly burdensome or repetitive. The City respectfully requests that citizens refrain from making such requests, to avoid wasting public resources. City staff will act in good faith to respond promptly to requests made in good faith.

# REQUEST FOR PUBLIC RECORDS

_____ NAME/ORGANIZATION	_____ DATE OF REQUEST
_____ RECORD OR DOCUMENT REQUESTED	
_____ DATE REQUEST COMPLIED WITH	_____ NUMBER COPIED/CHARGE FOR COPIES OR DOCUMENTS
_____ STAFF PERSON HANDLING REQUEST	

The City of Mount Airy will provide no more than 10 copies to an organization/individual free of charge. After that, there will be a charge of .25 per copy.