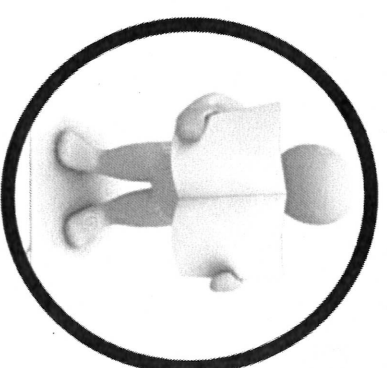


Public Records Act

Training for Blockchain Working
Group

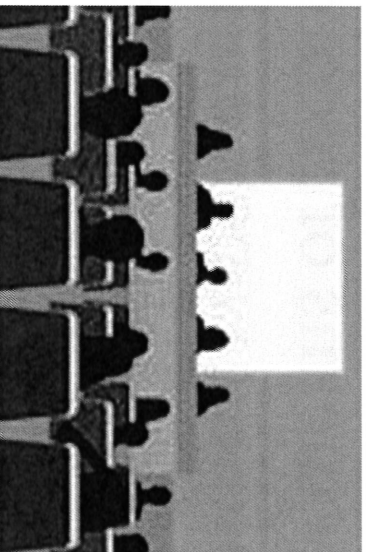
General Rule

- Public has right to access to state and local government records.
- All government records are disclosable unless specifically made exempt.



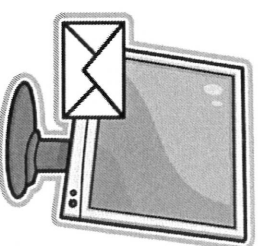
Purpose of Public Records Act

- Access to government records permits the public to monitor governmental activities.



What is a “public record”?

- A public record is any “writing” that is owned, used or retained by an agency in the conduct of its official business.
- A “writing” is any means of recording information including paper, audio tape, DVD, computer hard drive, thumb drive, etc.
 - *Email is a public record.*



Making a Request

- Requests may be oral or written.
 - *Request need not identify exact record, but may identify record by its general content.*
 - *Requests should not be unduly burdensome.*
 - *Requests should be specific and focused.*

Agency Duty to Search

- Agency must make reasonable efforts to locate requested records.



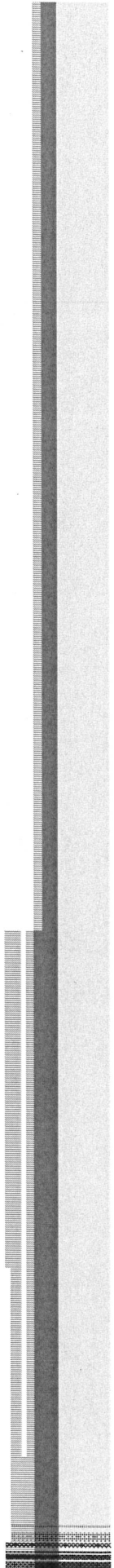


Inspection of Records

- Generally, agency records may be inspected at any time during regular office hours.
- Appointment may be necessary to allow agency to locate the records and redact exempt information.

Agency Response to Requests

- Agency has 10 days to determine if it will provide the requested records, and notify the requestor.
 - *Agency may extend period to respond up to 14 days under certain circumstances.*
 - *Once a determination is made, agency must provide the records within a reasonable period of time.*



Exemptions to Disclosure

- Exemptions are generally discretionary, not mandatory.
 - *Generally, agency must redact exempt information and disclose remainder of record.*
 - *Agency must provide explanation for withholding government records.*

