All government records are disposable unless specifically made exempt.

Public has right to access to state and local government records.

General Rule
to monitor governmental activities.
Access to Government Records permits the public

Purpose of Public Records Act
Email is a public record.

- Computer hard drive, thumb drive, etc.
- Information including paper, audio tape, DVD.

"Writing" is any means of recording.

A public record is any "writing" that is owned.

What is a "public record"?
Requests should be specific and focused.

- Requests should not be unduly burdensome.
- Requests need not identify exact record, but may identify record by its general content.
- Requests may be oral or written.
Agency must make reasonable efforts to locate requested records.

Agency Duty to Search
Information.

To locate the records and redact exempted information, an appointment may be necessary to allow agency personnel to review the records at any time during regular office hours.

Generally, agency records may be inspected at the following

Inspection of Records
Once a determination is made, agency must provide the records within a reasonable period of time.

Agency may extend period to respond up to 14 days under certain circumstances.

Agency has 10 days to determine if it will provide the requested records, and notify the requester.
government records.

- Agency must provide explanation for withholding.

- Information and disclose remainder of record.

- Generally, agency must redact exempt.

- Mandatory.

- Exemptions are generally discretionary, not.

Exemptions to Disclosure