

Amend the Legislative Policies Related to Public Records and E-Mail, dated May, 2009, as follows:

II. Public Records Requests

D. Inspection

7. A custodian may elect to provide a document in electronic format if it is a record that has been previously released publicly and has been prepared in PDF format or can be so prepared with minimal effort. IN ADDITION, A CUSTODIAN MAY ELECT TO PROVIDE A DOCUMENT IN PDF FORMAT WHEN THE PUBLIC RECORD CONSISTS OF TWENTY PAGES OR LESS OR WHEN THE APPLICANT IS NOT READILY ABLE TO PERSONALLY INSPECT THE PUBLIC RECORD IN THE CUSTODIAN'S OFFICE DURING REGULAR BUSINESS HOURS AS REQUIRED IN SECTION II. D. 1 OF THIS POLICY. HOWEVER, IN EITHER SUCH CASE, THE APPLICANT SHALL BE REQUIRED TO: 1) WAIVE HIS OR HER RIGHT TO PERSONALLY INSPECT PUBLIC RECORDS IN THE OFFICE OF THE CUSTODIAN, AND WAIVE ANY OBJECTION TO THE CUSTODIAN'S IDENTIFICATION OF THE DOCUMENT OR DOCUMENTS THAT THE CUSTODIAN DETERMINES ARE RESPONSIVE TO THE APPLICANT'S REQUEST; AND, 2) PREPAY ANY APPLICABLE FEE FOR PREPARATION OF THE DOCUMENTS AND FOR ANY SEARCH AND RETRIEVAL COSTS INCURRED PURSUANT TO SECTION II. E. 2 OF THIS POLICY.

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