



Personnel file material considered open record (person in interest may have access to additional materials) includes:

- Application
- Employment agreements
- Amount paid or benefit provided incident to termination of employment
- Performance ratings
- Compensation including expense allowances and benefits

Correspondence of elected officials is open record, except for:

- Work product (internal advisory or deliberative materials assembled for the purpose of assisting elected officials in reaching a decision within the scope of their authority)
- Correspondence not related to scope of authority (i.e., personal)

The elected official should be consulted prior to allowing inspection of the correspondence for the purpose of determining whether the correspondence is a public record.

The official custodian of any public records may make such rules with reference to the inspection of such records as are reasonably necessary for the protection of such records and the prevention of unnecessary interference with the regular discharge of the duties of the custodian or the custodian's office.

If the requested records are in active use, in storage or otherwise not readily available at the time an applicant asks to examine them, the custodian shall notify the applicant of this, in writing if requested by the applicant, and set a date and hour when the records will be available for inspection (also in writing if requested by the applicant), usually within three (3) working days. This time may be extended if extenuating circumstances exist, but shall not exceed seven (7) working days. The applicant shall be notified in writing by the custodian within the three (3) days that extenuating circumstances exist. Extenuating circumstances include:

- The records request is so broadly stated that it encompasses all or substantially all of a large category of records and the request is without sufficient specificity to allow the custodian time to prepare or gather records within three days; or,
- All available resources are required to meet an impending deadline or period of peak demand that is either unique or not predicted to recur more frequently than once a month; or,
- A request involves such a large volume of records that the custodian cannot reasonably prepare or gather the records within the three-day period without substantially interfering with the custodian's obligation to perform his or her other public service responsibilities.

If the records requested are not in the custody or control of the person to whom application is made, such person shall notify the applicant of this in writing if requested by the applicant. Written response should state the reason for the absence of the records, location of the records and who may have the records to the best of the person's knowledge and belief. There is no obligation to investigate outside the department [District] for the requested documents if there is no knowledge of the location of the requested document.