

Approved May 16, 2023

KUSHLA WATER DISTRICT

PUBLIC INFORMATION REQUEST POLICY

Pursuant to the Code of Alabama, 1975, Article 3, Inspection and Copying of Records, Section 36-12-40, "Every Alabama citizen has a right to inspect and take a copy of any public writing of this state, except as otherwise expressly provided by statute."

It is the policy of the Kushla Water District to provide copies of public documents upon request in an expedient manner. Such requests, particularly those involving a large volume of information, must be handled on a time available basis such as not to compromise the Kushla Water District's day to day operations. The Kushla Water District is entitled to recover its costs of providing requested information, and it is obliged to institute such procedures as are necessary to protect the public records and insure their continued integrity.

Definitions

"Public Records" shall include written, typed or printed books, papers, letters, resolutions, reports, records, pleadings, exhibits, documents and maps made or received by Kushla Water District, employees, committees or board members in the normal course of conducting business on behalf of the Kushla Water District.

"Confidential Documents" shall include records, papers, letters and other written documents concerning the good name and character of individuals; internal personnel matters; W-2 forms; matters of a personal nature where disclosure would constitute a clearly unwarranted invasion of privacy; commercial and financial information obtained in confidence and/or which is privileged or which, if revealed, would interfere with the efficient operations of the Kushla Water District; investigatory records of law enforcement agencies which, if revealed, could be life threatening, harmful to the public, also "work product" generated by the Board Attorneys, or any other attorneys retained to work on behalf of the Kushla Water District.

Reproduction of Public Records: Members of the public must request copies of public records in writing, and shall describe with some degree of certainty the documents requested. The Kushla Water District will assess a charge of \$1.00 per page for a single request up to twenty (20) pages, and \$0.50 per page charge for each additional page. A charge of \$25.00 per hour will be assessed for the number of hours engaged in research and reproduction. All copies will be reproduced in black and white copies only. No color copies will be produced. The total amount shall be paid upon completion of research and reproduction, after which copies will be released to the requesting party. The records will not be released until the full payment is received. There will be not less than a twenty-four (24) to forty-eight (48) hour time frame for the reproduction of records, unless otherwise determined by the Board Chairperson. The Kushla Water District is entitled to require

Approved May 16, 2023

verifiable information (valid driver's license) as to the identity of the person requesting the records as well as that of the person receiving such information.

Review of Public Records: If an individual only wishes to review records the following will apply: 1) an administrator for the Kushla Water District will state when (day, date, and time) the records can view; and 2) the individual requesting records shall be allowed reasonable access to review said records during normal business hours. Under no circumstances shall records be removed from the custody of the custodian of the records in question.

The Kushla Water District is entitled to require verifiable information (valid driver's license) as to the identity of the person requesting the records as well as that of the person receiving such information. As a measure to safeguard records, reproduction may not be made by anyone other than an administrator or the Chairperson of the Kushla Water District. A written request for public records must be submitted before a request will be processed.

Board of Directors Request of Records

Should any member of the Board of Directors for the Kushla Water District request the reproduction of records that have been previously distributed to the Board, a charge of \$0.25 per page will be assessed. The total amount shall be paid upon completion of research and reproduction, after which reproductions will be released to the requesting Board member.

Confidential Documentation

If any member of the Board of Directors, or other Alabama citizen requests reproduction of confidential documents, this request must be submitted in writing to the Chairperson. The Chairperson may, at his or her discretion, approve or deny the request. If the request is denied, the requesting Board member may appeal the request to the full Board of Directors.