

CITY OF SOUTH BURLINGTON
POLICY REGARDING ACCESS TO PUBLIC RECORDS

Custodians of public records in the City of South Burlington shall allow public access to records under their control in accordance with the Vermont Public Records Act ("Act" herein), 1 V.S.A. Sections 315-318.

For purposes of the Act, each City department head shall be deemed the custodian of records maintained by their department regardless of which City department created the record. The office of the city manager shall be deemed a city department.

Custodians of public records shall allow the inspection and copying of public records during the normal business hours of the department, subject to such reasonable rules and procedures which they establish to maintain the integrity and security of the records under their control and minimize disruption of department operations.

Those requesting copies of records shall generally be provided "paper" copies and shall be charged the per page rate established by the Office of the Vermont Secretary of State. Requests for copies in a medium other than paper shall be addressed in accordance with the Act.

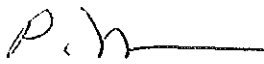
If the time required to locate and/or copy a public record exceeds thirty minutes of City staff time, custodians shall have discretion to charge for such time at the rate established by the Office of the Vermont Secretary of State. If the time required to locate and/or copy a public record exceeds one hour of City staff time, custodians shall charge for such time at the rate established by the Office of the Vermont Secretary of State.

Matters not addressed in this policy shall be handled in the manner required by the Act. In the event of a conflict between any provision of this policy and the Act, the Act shall control.


This policy shall be conspicuously posted in each City department.

APPROVED this first day of April, 2013.

SOUTH BURLINGTON CITY COUNCIL



Pam Mackenzie, Chair



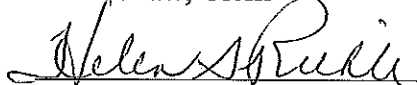
Pat Nowak, Vice Chair



Chris Shaw, Clerk



Rosanne Greco



Helen Riehle