

## **Greene County Board of Elections Policy for Public Records Requests**

All public records shall be promptly prepared and made available for inspection to any person at all reasonable times during regular business hours. The Board reserves the right to require an appointment for such inspection sixty days before any election. An appointment will always be required when records requested are stored off-premises.

If any person chooses to obtain a copy of a public record the Board shall permit that person to choose to have the public record duplicated upon paper, upon the same medium upon which the Board keeps the public record or upon any other medium that the Board determines can be reasonably duplicated as an integral part of the normal operations of the Board.

Upon a request made for public records the Board shall transmit a copy of the public records by United States mail within fourteen days after receiving the request. However, the Board reserves the right to require the person who makes the request to pay in advance the cost of postage and other supplies used in the mailing. Public records would then be transmitted within fourteen days after payment has been received.

The Board shall make copies available at cost Paper copies from 1- 20 pages are .05 per copy. Paper copies 20 pages and up are .10 per copy. Individual precinct maps are available for .25 per copy. CDs are \$5.00.

The Board may limit the number of records requested by a person that the Board will transmit by United States mail to ten per month.