

Chapter 2.56 INSPECTION OF PUBLIC DOCUMENTS

Sections:

[2.56.010 Requests.](#)

[2.56.020 Time for review by city officials.](#)

[2.56.030 Determination.](#)

[2.56.040 Partial availability estimated costs.](#)

[2.56.050 Notification of time for inspection.](#)

[2.56.060 Estimated costs for copies.](#)

[2.56.070 Audio tapes.](#)

[2.56.080 Removal of records prohibited.](#)

[2.56.090 Costs.](#)

2.56.010 Requests.

All requests for public information shall be presented to the city clerk.

(Prior code § 2-7.01)

2.56.020 Time for review by city officials.

As soon as possible, the city clerk shall determine whether the requested information is exempt from disclosure.

(Prior code § 2-7.02)

2.56.030 Determination.

If the clerk determines the records are exempt from disclosure in part or in full, the reasons for the decision shall be given in writing to the person making the request.

(Prior code § 2-7.03)

2.56.040 Partial availability estimated costs.

In the event the records are only partially exempt from disclosure, the clerk shall determine whether the nonexempt portions are segregable and if so, shall notify the person making the request of the estimated costs of segregating the exempt and nonexempt portions of the records. A deposit of one hundred (100) percent of the estimated costs shall be made with the clerk before the clerk shall undertake any acts to segregate the records.

(Prior code § 2-7.04)

Title 2 - ADMINISTRATION AND PERSONNEL

Chapter 2.56 INSPECTION OF PUBLIC DOCUMENTS

2.56.050 Notification of time for inspection.

If the records are to be inspected only, the clerk shall make all nonexempt public records available for inspection as soon as possible during regular business hours.

(Prior code § 2-7.05)

2.56.060 Estimated costs for copies.

Whenever copies are requested, the clerk shall give the person making the request an estimate of the fees to be charged for copying any such records. A one hundred (100) percent deposit shall be paid prior to copying any such records.

(Prior code § 2-7.06)

2.56.070 Audio tapes.

Anyone desiring to listen to a taped session of the council's meeting shall notify the clerk of the specific tape needed. As soon as possible, the clerk shall make a duplicate of the requested tape and make the duplicate tape available.

(Prior code § 2-7.07)

2.56.080 Removal of records prohibited.

Records other than fully paid-for copies, may not be removed from the city clerk's office, nor shall they be rearranged or in any manner defaced, mutilated or otherwise tampered with.

(Prior code § 2-7.08)

2.56.090 Costs.

Costs for researching, segregating records and copying records shall be as follows:

- A. The costs for researching the archives and segregating documents, if any, shall be twelve dollars (\$12.00) per hour. The minimum charge shall be ten dollars (\$10.00).
- B. The costs for photocopying documents shall be fifty cents (\$0.50) per page.
- C. The costs for duplicating tape recordings of council meetings shall be ten dollars (\$10.00) per tape.

(Prior code § 2-7.09)