

RULE 1031 INSPECTION OF PUBLIC RECORDS (Adopted June 18, 1992, Amended December 17, 1992)

1.0 Purpose

The purpose of this rule is to define the procedures for requesting and receiving public information.

2.0 Applicability

This rule shall apply to any member of the public that may request access to public records.

3.0 Availability of Records

The APCO shall within ten (10) working days make available public records requested. If, for good cause, the information cannot be made available within the ten (10) working days, the APCO shall notify the requesting person the reasons for the delay and when the information will be available.

4.0 Requests for Public Records

The APCO may require the requests for public records to be specific and in sufficient detail so that the information may be readily identified.

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