

Book	Policy Manual
Section	(J) OPERATIONS
Title	Policy J127 - Public Access To EASTERN Records
Code	J127
Status	Active
Adopted	November 8, 2017
Last Revised	November 8, 2017
Last Reviewed	November 8, 2017

Policy Number: J127
Title: Public Access to EASTERN Records
Section: Operations

I. Purpose

The purpose of this policy is to establish and provide for the enforcement of reasonable rules governing the examination and reproduction of EASTERN’S records that are public records, or to which the public may have access as defined below. EASTERN shall post at the administration office and on EASTERN’s web site information regarding this policy as required by law.
Procedures regarding this policy are promulgated in the Director Procedure related to this policy.

II. Open Records Officer

The Joint Operating Committee shall designate an Open Records Officer, who shall be responsible for enforcing policy regarding public access to EASTERN’s records. In the absence of an appointment, the Board Secretary shall serve as the Open Records Officer.

III. General

EASTERN shall not unlawfully or unnecessarily limit the number of records requested.
When responding to a request for access, EASTERN is not required to create a record that does not exist or compile, maintain, format, or organize a record in a manner which EASTERN does not currently use.

IV. Records Request

EASTERN shall not require an explanation of the reason for the request or the intended use of the requested record, unless permitted or required by law.
Original records shall not be removed from EASTERN’s building or from the control or supervision of the Open Records Officer or their designee.

V. Fees

Fees for retrieval and duplication of records will be charged according to a fee schedule which shall be periodically updated and included in a Director Procedure issued pursuant to this policy.

No fee may be imposed for review of a record to determine whether the record is subject to access under law.

Prior to granting access, EASTERN may require prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.

The determination of whether the requested information is a “public record” or information to which the public may have access will be made by the Open Records Officer in consultation with EASTERN’s solicitor’s office.

Adopted: 11/08/17

See also:

- DP J127 - Public Access to EASTERN records
- Right To Know Request Form