Town of Magnolia Springs
Policy Regarding Public Records

It is the policy of the Town of Magnolia Springs to provide copies of public documents upon request in an expedient manner. Public records are available for public inspection and copying on a reasonable basis, subject to the policies established herein. Such requests, particularly those involving a large volume of information, will be handled on a time available basis. The Records Custodian for the Town of Magnolia Springs shall be the Town Clerk.

1. Any person wishing to review or receive copies of public records must complete the Request for Public Records form. The person seeking to review or receive copies of public records must show that he or she has a direct, legitimate interest in the documents sought. The Town is entitled to require verifiable information as to the identity of the person requesting the records, as well as that of the person receiving such information.

2. The request of Public Records form will be forwarded to the Records Custodian for review and approval or disapproval. If disapproved, the applicant will be provided the reason for such.

3. If access to review is granted, the Records Custodian, or their designee, will make an appointment with the applicant to review the records in Town Hall. No records will be taken from Town Hall under any circumstances. The Records Custodian, or their designee, will be present with the applicant during the review of the records to ensure no damage occurs and no records are removed.

4. The Records Custodian, or their designee, will make copies of records.

5. Copy charges shall be $ .50 per page for black and white and $1.00 per page for color copies up to 8 ½ x 11. Color copies larger than 8 ½ X 11 are $1.50 per page. If the applicant requests the records be mailed or faxed, additional charges will apply. An itemized bill will be given to the applicant with payment due prior to release of the records.

Approved this the 27th day of November, 2007

Karen S. Biel – Town Clerk
Charles S. Houser - Mayor
Town of Magnolia Springs
REQUEST TO ACCESS/COPY PUBLIC RECORDS

I request to review and/or obtain copies of the following public records of the Town of Magnolia Springs:

________________________________________________________________________

________________________________________________________________________

The reason(s) I desire to review or obtain copies of these records is:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Name of Person Requesting: ____________________________

Physical Address: ____________________________

Mailing Address: ____________________________

Telephone: ____________________________

I certify by my signature below that I have read, understand, and agree with the terms and conditions of the Town of Magnolia Springs Policy Regarding Public Records.

Date ____________________________  Signature ____________________________

FOR OFFICIAL USE ONLY

Request Approved ____________________________  Request Denied ____________________________

Reason Denied:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Denied by: ____________________________  Signature ____________________________

Date ____________________________