

Inspection Policy and Duplication of Public Records

The Board shall make available for inspection and copying by the public of its records during normal business hours. No person shall remove original public records from the Board's office or its Custodian without written permission from the Custodian. The Executive Director is appointed Custodian of the Records of the Board and shall respond to all requests for access to or copies of a public record as soon as possible, but not later than the third business day following the date the request is received by the Custodian. If access to a requested public record is not granted immediately, the Custodian shall give a detailed explanation of the cause for further delay and the earliest time and date that the record will be available for inspection. This period for document production may exceed three days for reasonable cause.

If the request for access is denied, the Custodian shall provide, upon request, a written statement of the grounds for such denial, citing to the specific provision of law under which access is denied and shall be furnished to the requester no later than the end of the third business day following the date that the request for the statement is received.