

***P.O. 1502 Public Records Requests***

<b><i>P.O. 1502 Public Records Requests</i></b>			
Effective From:	7-15-2012	Effective To:	Current

***B. P.O. 1502 - Public Records Requests***

1. Immediately upon receipt of a written public records request, the custodian of such records shall send the written request to the Commander of Public Affairs. Upon receipt, the Commander of Public Affairs shall send the written request to the attorney assigned by the Office of Legal Affairs or if the assigned attorney is unavailable, to the assigned attorney's supervisor. If the public records request is submitted orally, the custodian of the records will attempt to obtain the request in writing from the requesting party. If the requesting party fails to provide the request in writing, the requesting party should be referred to the Commander of Public Affairs who will coordinate a response with the appropriate attorney with the Office of Legal Affairs.
2. The Office of Legal Affairs shall review all public records requests and shall make a timely decision to comply with or deny requests.
  - i) Pending a decision by the Office of Legal Affairs, all records shall be withheld.
  - ii) Decisions to release records may be communicated by the Office of Legal Affairs to the custodian of such records either orally or in writing.
  - iii) Decisions to withhold records shall be reduced to writing. It shall be forwarded to the requesting party by the Office of Legal Affairs with a copy to the custodian of such records.
3. Custodians in possession of requested information shall adhere strictly to the recommendation as set forth by the Office of Legal Affairs in compiling the requested information.
  - i) The supervisor of the custodian of the records shall review the compiled information, make any recommendation necessary and forward the information to the Office of Legal Affairs.
  - ii) The Office of Legal Affairs will review the compiled information and make the final decision regarding release of information.