

## **Hearing Office Public Records Request**

*Public record* means any recorded information that is made, maintained, or kept by, or in the possession of the Hearing Office.

The Hearing Office will be open to receive requests for records inspection or copying during normal business hours on Monday through Friday.

Requests for access to records shall be made in writing and directed to the Hearing Office.

Requirements of access and inspection apply only to existing records *and do not require creation of new records*.

Public inspection of a document that otherwise would be a public record may be denied by the Hearing Office if:

- (1) the record is made confidential by statute;
- (2) the record involves the privacy interests of persons; or,
- (3) disclosure would be detrimental to the best interests of the Hearing Office.

If a public record contains material that is not subject to disclosure, the Hearing Office will delete such material and make available to the requester such material in the record as is subject to disclosure.

If access to the requested public records is denied, the Hearing Office will provide a written statement of the grounds for denial.

Records contained on a computer will be provided only in the form in which the information can be made available using existing computer programs.

Costs:

- 10¢ per copy for regular paper copies.
- Actual cost for photographs, audio-tapes, CD's