

CARROLL COUNTY BOARD OF COMMISSIONERS PUBLIC RECORDS POLICY

The **Carroll County Board of Commissioners** acknowledges they maintain records that are used in the administration and operation of the Commissioners' office. The records maintained by the Commissioners' office and the ability to access them are a means to provide trust between the public and the Commissioners' office. The Commissioners' office maintains its records in a manner which allows the Commissioners to provide the general public prompt inspection of the Commissioners' public records, and copies of these records within a reasonable amount of time during its regular business hours from 8:00 a.m. to 4:00 p.m. Monday through Friday, excluding holidays.

The Commissioners have a Public Records Policy and a Schedule of Records Retention (RC-2). If you would like to review these documents, please consult with one of the Commissioners' office employees and they will provide you with a copy.

Copying costs are as follows:

Black & white (legal or letter size):	\$.10 per copy
Color (legal or letter size):	\$.20 per copy
Oversized documents or other formats (electronic files downloaded to CD, photos, film, audio tapes, etc.)	actual cost