

## PUBLIC RECORDS POLICIES AND PROCEDURES

Adopted by BCC on March 25, 2003  
(with revisions adopted November 20, 2007)

**Section 1. Purpose.** This Policy sets forth the general policy and procedures for providing consistent, prompt, and equitable service to persons requesting access to the public books and public records of Washoe County governmental entities in accordance with the requirements of Chapters 239-239B of the Nevada Revised Statutes. Citizens have a right to know how government operates and spends taxpayer dollars, and public books and public records contain vital information about the operations and activities of government. It is the intent of the Board of County Commissioners to ensure public books and public records are open and accessible to citizens so as to promote an informed and involved citizenry. Of equal importance to ensuring an open and accessible government, is for government to ensure confidentiality of certain information whether based upon state or federal law, including relevant court decisions and Nevada Attorney General opinions recognizing privacy interests of individuals, other competing interests, privileges or other applicable considerations. Where the law is unclear, the Nevada Supreme Court has allowed for use of a balancing of interests test to weigh the interests of nondisclosure against the general policy in favor of open government. It is, therefore, the purpose of this policy to establish reasonable and consistent procedures to be followed in considering public records requests.

A further purpose of these guidelines is to establish reasonable and consistent fees for providing copies of public records and ensuring the public is informed of applicable fees as provided for by Chapter 239 of the Nevada Revised Statutes.

**Section 2. Policy.** All public books and public records of Washoe County governmental entities, not otherwise declared by law or deemed by application of appropriate legal standards to be confidential, will be available at all times during office hours to inspection by any person, and may be fully copied. It is further the policy of Washoe County to follow both state and federal law in the interpretation and application of these issues.

**Section 3. Scope and Applicability.** These policies and procedures refer to “Washoe County governmental entities” which covers all departments of Washoe County government unless otherwise superseded by state or federal law, rules, or regulations.

**Section 4. Definitions.** For purposes of this resolution, the following terms have the following meaning:

Actual cost, means the direct cost related to the reproduction of a public record. The term does not include a cost that a governmental entity incurs regardless of whether or not a person requests a copy of a particular public record.

E-mail or electronic mail, is a system for sending and receiving messages electronically over a computer network. The County's policy on e-mail as a public record is contained in Appendix A to this Policy.

Extraordinary use of personnel, if it takes longer than 30 minutes to format, retrieve, compile, and copy a request for a public record, the request shall constitute extraordinary use of personnel.

Extraordinary use of technology, if a public record readily available in electronic form requires computer programming or data analysis and manipulation by software to retrieve the requested record, the request shall constitute extraordinary use of technology.

Geographic information system, means a system of hardware, software and data files on which spatially oriented geographical information is digitally collected, stored, managed, manipulated, analyzed and displayed.

Readily available medium, means the form the public record is produced or stored, i.e., paper, video, audio, computer storage, etc.

**Section 5. Requests for Public Records.** A request for access to or copies of a public record may be made orally, or in writing. A public records request form has been developed to facilitate a clear understanding of the nature and scope of the request. The request form need not be used for requests a department can easily respond to because the document is a known public record and immediately available. However, departments shall use the Request for Public Records form for requests that cannot be filled immediately to help ensure accuracy, timeliness, and documentation of the request. The requester should be asked to complete the form, but a requester is not required to complete the form. In cases when the requester is not present, an employee should complete the form taking the information from the requester. In the event the request was placed by telephone, letter, or through email, the employee should ask the requester to sign the form at the time the requester picks up the request, however, the requester is not required to sign the form. The more information the requester provides the easier and faster the request can be filled. However, a request may not be denied for a lack of specificity, and the requester and County officer or employee to whom the request is made should engage in a dialogue to clarify the request. Where clarification is not possible, the County officer or employee should fill the request to the best of his or her ability.

**Section 6. Timeframe for Responding to a Request.** Requests for public records should be responded to as soon as possible within the conduct of regular work duties but no later than 5 working days after the request has been made unless extraordinary use of personnel or technology will be needed to provide a copy of a public record, or except as otherwise provided herein. If a request cannot be responded to within 5 working days the requester shall be notified at the time the request is made or as soon as it is known the request cannot be timely filled. The department shall inform the requester of the date when the request will be filled. If the request to a department involves public records maintained by another department, the requester should be directed to that

department in an attempt to ensure the appropriate record is provided. If another department generated the record and the department from which the record is requested used it in the course of conducting its public business, the record must be made available by the department receiving the request.

**Section 7. Personal Information.** Pursuant to NRS 239B.030, a person shall not include, and the County shall not require a person to include, any personal information on any document that is recorded, filed or otherwise submitted to the County, unless required pursuant to a specific state or federal law, for the administration of a public program or for an application for a federal or state grant. If personal information is required to be included in a document that is recorded, filed or otherwise submitted to the County, the County shall ensure that the personal information is maintained in a confidential manner and may only disclose the personal information pursuant to NRS 239B.030(2). Personal information is defined as a natural persons's first name or first initial and last name in combination with:

- a social security number
- a driver's license number or identification card
- an account number, credit card number or debit card number in combination with any required security code, access code or password

A person may request that the County obliterate or otherwise remove personal information from any document submitted to the County before January 1, 2007, unless the personal information was required pursuant to a specific state or federal law, for the administration of a public program or for an application for a federal or state grant. No fee may be charged for the removal of the personal information.

**Section 8. Determining Status and Access.** As Nevada state statutes do not provide a definition of "public books" or "public record", the status of any given record may not be readily ascertainable. In the event the request is for e-mail, the employee should refer to Appendix A of this Policy. If the public or confidential status of a requested record is not known, the employee should consult his or her supervisor. If the status is still not determined, the department shall seek the counsel of the District Attorney's Office. If the determination by the District Attorney's Office will require more than the 5 working days to answer, the department shall notify the requester that a review of the request is being done and shall provide the requester with the date when the request will be filled.

When the public or confidential status of a requested record is not known by the Department and has to be referred to the District Attorney, the department should complete the records request form. On the form it should be noted what document was requested, the determination by the District Attorney's Office, and any reasons specified by the District Attorney and department for denying or granting access to the record. The records form should be used for future reference.

If the entire record is confidential and access is denied, the requester shall be provided with a written basis for the denial, including a citation to the specific statute or other legal authority that makes the record confidential. Provisions of federal or state law

may make a document confidential. It is the responsibility of each County department to know the law in the area in which each department operates. For example, there are many provisions of federal and state law governing the field of public health that make certain documents confidential, the same is true of child protective services, and service areas affecting other departments of Washoe County. Each department head should identify one or more persons in their respective departments to become familiar with the laws governing the specific fields of work who can serve as contacts when requests for public records are made.

If only certain portions of the record are confidential, the Department shall, if possible and after consultation with the District Attorney, redact, delete, conceal or separate the confidential information from the non-confidential information in the record. The resulting document shall be provided to the requester along with an explanation, including a citation to the specific statute or other legal authority that makes portions of the record confidential.

**Section 9. Protection of Original Documents.** At no time should any person inspecting public records be allowed to remove records from the premises or location stored. Reasonable steps shall be taken to ensure the protection of public records while being inspected including but not limited to supervision, viewing areas, and sign-in sign-out requirements. Members of the public are not allowed to take possession of a public record in any medium and reproduce the record.

**Section 10. Fees for Copies of Public Records on Letter Size or Legal Size Paper.** No fee, unless authorized by statute as described in Paragraph 13 of this Policy, will be charged to provide one copy of a public record on standard letter size or legal size paper unless extraordinary use of personnel or technology is necessary to fill the request. A copy of a public record refers to the document, not the number of pages. For example, if a person requests a copy of 10-page county report, that would be a request for a single copy of a record containing 10 pages. If additional copies of a record are requested the requester shall be referred to procure the copy services of a private business.

**Section 11. Fees for Reproducing Public Records Requiring Extraordinary Use of Personnel or Technology.** Pursuant to the authority granted in NRS 239.055, if extraordinary use of personnel or technology is required to retrieve and copy the public record, the requester shall be charged a fee equal to the actual hourly wage or portions thereof of the individual responsible for preparing the information. The statute also provides in part: “The fee charged by the governmental entity must be reasonable and must be based on the cost that the governmental entity actually incurs for the extraordinary use of its personnel or technological resources.”

Requests taking longer than 30 minutes to fill constitute an extraordinary use of personnel. In such cases, the charge will be based upon the time elapsed in excess of the first 30 minutes spent in formatting, retrieving, compiling and copying the record. The lowest compensated individual reasonably available and qualified to respond to the request should prepare the requested information. The extraordinary use of personnel

charge only includes the costs for the actual hourly wage in excess of the first 30 minutes; costs for paper are not included.

Should extraordinary use of technology be needed to provide the information requested, the requester shall be charged the actual cost for the use of the technology exclusive of overhead.

Upon receiving a request requiring extraordinary use of personnel or technology, the requester shall be informed of the actual charge before preparing the requested information. Fees shall be collected before providing the copy of the public record. The County will not charge an additional fee as provided herein if subsequent requests for the same documents do not require the extraordinary use of County personnel or technological resources to fulfill the additional or subsequent requests.

**Section 12. Fees for Copies of Public Records in Other Mediums.** State law provides that “an officer, employee or agent of a governmental entity who has custody of a public record shall not refuse to provide a copy of that public record in a readily available medium because he has already prepared or would prefer to provide the copy in a different medium.” In the event a request is made for a public record maintained in a readily available medium other than letter size or legal size paper or the readily available medium of the public record cannot be accurately reproduced on a standard copier to letter size or legal size paper, the requester shall be charged the actual cost for reproducing the record. For example, if a county department records public meetings on audiotape and a request for an audiotape of a meeting is received, the county department would charge the cost of the audiotape used to reproduce the public record. County departments shall post the costs for such copies where the copy costs are known in advance, or where costs for mediums other than letter size and legal size paper are not known in advance, the department is responsible for determining the actual costs for copying the record and advising the requester before providing the information and within two working days of the request being made what the amount of the fee will be and when the copy will be available.

**Section 13. Posting of Fees and Lists of Fees.** Departments and Divisions shall post a sign in a place of clear public view listing the fees charged for a copy of a public record. All departments and divisions shall forward a copy of their list of fees to the County Manager’s office. The County Manager shall maintain the list and make such list available for public inspection and copying.

**Section 14. Applicability of Fees.** Where the law sets a fee that must be charged for a copy, that fee will be charged. The following list is not inclusive of all statutes where fees are set:

- NRS 3.370- Official Court Transcripts, fee varies according timeframe of fulfilling the request;
- NRS 4.060- Justice Courts 30 cents per page for preparing any copy of any record, proceeding, or paper;

- NRS 19.013- County Clerk \$1 per page for preparing any copy of any record, proceeding, or paper;
- NRS 244.116- County Code copies of County Code may be sold at any price established by resolution of the Board, and Washoe County Code Chapter 2 addresses costs.
- NRS 247.305- County Recorder \$1 per page for copying any record;
- NRS 248.275- Sheriff's Office \$3 per page for a copy of any writ, process or other paper, when demanded or required by law; and
- NRS 258.125- Constables \$3 per page for a copy of any writ, process or other paper, when demanded or required by law.
- NRS 293.440- Registrar of Voters- 1¢ per name for a list of persons registered to vote in a precinct.
- NRS 440.700 Vital Statistics \$13 for a certified copy of a record of birth and \$11 for certified copy of a record of death.

The fees for copying public records set by this resolution do not apply to copies made of books, circulations, periodicals, other library holdings, and personal documents copied for the convenience of the public on copy machines maintained by the Washoe County Library and Law Library.

**Section 15. Fees for Records from Geographic Information Systems.** A fee for public information maintained and retrieved from a geographic information system may be charged in accordance with the provisions of Nevada Revised Statute 239.054. This fee may include the reasonable costs related to:

- a) The gathering and entry of data into the system;
- b) Maintenance and updating of the database of the system;
- c) Hardware;
- d) Software;
- e) Quality control;
- f) Consultation with personnel of the governmental entity.

Before providing information requested from a geographic information system, the requester shall be informed of the fee to be charged.

**Section 16. Public Meetings: Providing copies of agenda and supporting material upon request.** Under NRS 241.020(4), upon any request, a public body shall provide at no charge, at least one copy of:

- An agenda for a public meeting;
- A proposed ordinance or regulation which will be discussed at the public meeting; and
- Any other supporting material provided to the members of the body except materials:
  - Submitted to the public body pursuant to a nondisclosure or confidentiality agreement;
  - Pertaining to the closed portion of such a meeting of the public body; or
  - Declared confidential by law.

**Section 17. Certification of Public Records.** Pursuant to NRS 239.030 each county department having custody of a public record shall certify, upon request and for no charge unless a fee is otherwise established in state or federal law, on a form the same or similar to the form attached hereto, that the copy provided is a full, true and correct copy of the record(s) on file in the office as of the date provided.

**Section 18. Departments' Responsibility for Public Records Request.** Each department is responsible for ensuring a timely and coordinated response to requests for its public records. To facilitate a timely response to requests, departments should make clear to the appropriate employees their responsibilities for responding to requests.

**Section 19. Training.** Responding to a request for a public record is a part of the fundamental role of being a public employee and serving the public. All departments must ensure appropriate employees are adequately trained to respond to requests in a timely, courteous, and professional manner. Employees should be annually informed of applicable laws, regulations, and policies and procedures.

**Section 20. Retention Period for Public Records.** Public records shall be retained in accordance with the County's Record Retention Schedule.

**WASHOE COUNTY  
CERTIFICATION OF PUBLIC RECORDS FORM  
(Pursuant to Nevada Revised Statute 239.030)**



This form should be completed upon request of any person seeking copies of a public record and provided at no charge unless a fee is otherwise provided for in state law.

**I hereby certify that the public record(s) listed below provided to**

\_\_\_\_\_ **are a full, true, correct copy of the record on file**

**in the office of** \_\_\_\_\_, **on this**

\_\_\_\_\_ **day of 20** \_\_\_\_\_.

**Records provided:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# WASHOE COUNTY PUBLIC RECORDS REQUEST FORM



All requests for public records will be responded to in accordance with the provisions of Chapters 239 – 239B of Nevada Revised Statutes and Washoe County Resolution Adopting Public Records Policies and Procedures. Our policy is to fill a request within 5 working days or less unless the requester is informed that the request will take additional time.

**This section should be completed by the Requester (optional)**

<b>Date of Request:</b>			
<b>Name of Requester (Optional):</b>			
<b>Address:</b>			
<b>Telephone:</b>			
<b>Documents Requested</b>			
(Please be as specific as possible and include names and dates of the documents if you know them. This will help us respond to your request as fast as possible.)			
1.			6.
2.			7.
3.			8.
4.			9.
5.			10.
<b>Date Documents Needed By:*</b>	AM _____ PM _____	<b>Signature: (Optional)</b>	
<b>Copy Needed:</b>	Yes:      No:	<b>Certified Copy:</b>	Yes:      No:

\* If unable to fill request in 5 working days, requester must be informed in writing, along with the date record will be available.

**This section to be completed by the Department**

<b>Department Receiving The Request:</b>			
<b>Actual Charge (if extraordinary use):</b>			
<b>Date Request Filled:</b>		<b>Employee Initials:</b>	

**Determination of Access if Document is not a known public record**

<b>District Attorney Referral</b>		<b>Access Granted (circle one)</b>	
<b>Date Sent:</b>	<b>Date Returned:</b>	<b>Yes</b>	<b>No</b>
<b>Reason for Denial:</b>			
<input type="checkbox"/> Entire record is confidential. (Please attach reason, including citation to specific statute or other legal authority.) <input type="checkbox"/> Washoe County does not have legal custody of the record. (Please list name and address of the governmental entity that has legal custody, if known.)			
<b>Reason for Redacted Record:</b> Please attach reason, including citation to specific statute or other legal authority.			

A copy of the form should be given to requester and copy retained in department records.



## Fees for Copies of Public Records



Pursuant to Nevada Revised Statutes Chapter 239 and the Board's Resolution Adopting Public Records Policies and Procedures for Washoe County, the following is Washoe County's fee schedule for copies of public records, where the fee is not otherwise set by state or federal law or regulation.

**Copies on Letter Size or ⇒  
Legal Size Paper**

You will not be charged unless the request takes longer than 30 minutes to fill or requires the extraordinary use of technology to fill. If the request takes longer than 30 minutes to fill, you will be charged a fee equal to the average hourly wage of the lowest compensated employee available to fill the request times the amount of time greater than the first 30 minutes. You will be charged the actual cost for the extraordinary use of technology.

**Copies of Public Records in Other ⇒  
Mediums (tapes, CDs, VCR, etc)**

You will be charged our actual cost to reproduce the public record.

**Geographic Information System ⇒  
Records**

The fee will be charged in accordance with NRS 239.054

**WE WILL TELL YOU THE COST TO FILL A PUBLIC RECORD REQUEST BEFORE YOUR REQUEST IS FILLED AND ANY CHARGE IS ASSESSED**

# **Appendix A**

## **Policy on Defining Information Transmitted via E-mail as a Public Record**

### **Introduction**

Electronic mail or "E-mail" is a system of sending and receiving messages electronically over a computer network.

The purpose of this Appendix is to provide guidelines on how to classify information contained within e-mail transmissions and to define County Policy for dealing with information contained within e-mail when it is classified as public record.

Information sent or received via e-mail is in many ways identical to regular postal mail that must be sorted and managed. It is important to note that the information contained within an e-mail should not automatically be defined as a public record.

While the content of some e-mail transmissions may constitute public records, others are simply personal mail, duplicates, transitory items, and other types of non-record transmittals that can be acted upon and quickly deleted. It is important to understand the distinction between public records (i.e., a record of a local government)<sup>i</sup> and non-records<sup>ii</sup> and the requirements of each. It is also important to understand that defining an e-mail as a public record is independent of the question of whether the record is confidential<sup>iii</sup>.

### **Types of E-Mail Transmittals & Appropriate Disposition for Purposes of Classifying E-mails**

This Policy recognizes the State of Nevada Records Program's classification system. Pursuant to this system, e-mail transmissions can be classified into four basic categories:

1. Personal Messages
2. Transitory Messages
3. Duplicate Records
4. Public Records

Every public employee who uses e-mail to transmit or receive information in the course of conducting County business must be trained and knowledgeable on his/her responsibilities for managing public records. The difficulty in this responsibility lies in determining which e-mail messages contain information that constitutes a public record and which do not. This issue is further complicated as the classification of a message as a public record may differ between the sender and the receiver(s), since it depends on the affect the information has on the business operations of the party who may subsequently receive the information.

All information sent via e-mail should be prepared under the assumption that:

1. Information sent via e-mail is not confidential.
2. The targeted recipient may not be the final recipient.
3. The information sent may be determined to be and maintained as a public record by another party.

Pursuant to WCC §5.340, all data and other electronic messages within the County's computer system are the property of Washoe County and may be subject to periodic and/or random review, audit and monitoring. As such, County employees should prepare all e-mail transmittals to be a professional representation of the agency for which they work. This includes, but is not limited to, the appropriate level of formality for the targeted and possible recipients(s), correct spelling, grammar, and punctuation, and use of appropriate labels, titles, salutations, and closings.

County employees should be trained in classifying information contained within e-mails into one of the following categories. Once properly classified, the information contained within the e-mail may be processed per the recommended disposition.

**Personal Messages:** E-mail has evolved into a substitution for the telephone and is a cost-effective means of communication that is often used by employees for communication that has no bearing or relevance to conducting business (i.e. "let's do lunch" or "can I catch a ride home" types of messages). Employees should be aware that, as stated in WCC §5.340, there is no guarantee of privacy or confidentiality for personal messages transmitted via the e-mail system, as all messages are owned by the County and their contents may be monitored, viewed, printed, and further distributed at any time by other County employees.

Washoe County recognizes that its employees may use e-mail for personal reasons. Pursuant to WCC §5.340(2), the board of county commissioners authorizes limited use of county equipment, including computers if:

- (a) The use does not interfere with the performance of public duties including duties of both the officer/employee and other county staff, or interfere with the provisions of county services;
- (b) The cost or value related to the use is nominal;<sup>iv</sup> and
- (c) The use does not create the appearance of impropriety.

Additionally, WCC §5.340(5) prohibits the use of county computers if the use would violate any county or department policy.

Disposition: Personal messages are not public records and may be deleted immediately after receipt.

**Transitory Messages:** These types of messages do not set policy, establish guidelines or procedures, document agency business, certify a transaction, or become a receipt. The informal tone of transitory messages might be compared to communication during a telephone conversation or conversation in an office hallway. These messages tend to convey information of temporary importance in lieu of oral communication and have a very limited administrative value. Many of these may have an official content, but may

not be part of a business transaction. Examples of messages that are not public records include general departmental correspondence regarding routine business activities (transmittal messages and response to routine questions); minor non-policy announcements; interoffice messages regarding employee activities (holiday parties, etc.); phone calls; published reference materials; invitations and responses to work-related events (meetings, etc.); listserv messages other than those posted in an official capacity (unless the messages are relied upon in the development of management, financial, operating procedures, or policy matters).

Disposition: Transitory messages are considered non-records and may be deleted when no longer administratively useful, i.e., when the message has no value to the agency.

**Duplicate Records:** E-mail as a medium promotes expedited communication to multiple users with great ease. Consequently, e-mail systems frequently contain duplicates of a record, such as copies or extracts of documents distributed for convenience or reference. "All Department Memorandums" are often forwarded via e-mail within the County system in order to speed up distribution of certain critical and/or time-sensitive information. Information transmitted in this manner is simply a duplicate or non-record. If the document being distributed is a public record as discussed below, the county employee who authors the document is responsible for printing and maintaining the document as the paper document is the actual public record.

Disposition: Duplicate records are not public records and may be deleted immediately.

**Public Records:** Public records are information and other documents created or assimilated in the course of conducting public business that document the activities and business of public employees. A "record of a local government" is defined as "information that is created or received pursuant to a law or ordinance, or in connection with the transaction of the official business or any office or department of a local governmental entity, including, without limitation, all documents, papers, letters, unpublished books, maps, charts, blueprints, drawings, photographs, films, computer printouts, newspapers received pursuant to NRS 247.070, artifacts entered as exhibits in any proceeding in any court, information stored on a magnetic tape, computer, laser disc or optical disc, or on material which is capable of being read by a machine including microforms and audio and visual materials, and any other evidence, including all copies thereof" (NAC 239.101).

If there is any doubt, an employee should assume the information is a public record. Examples of information that could be transmitted in an e-mail that may constitute a public record include:

- Policies and directives
- Correspondence or memoranda related to official business (excluding duplicates)
- Work schedules and assignments
- Agendas and minutes of meetings
- Drafts of documents circulated for comment or approval
- Any document that initiates, authorizes, or completes a business transaction
- Final reports or recommendations

Once an e-mail transmittal is determined to be a public record, employees of the County have an obligation to apply the appropriate records retention schedule. For retention purposes, the records should be maintained, in their original form, in an easily accessible location, which may include:

1. Printing out a copy and filing a hard-copy in the relevant subject matter file, or
2. Moving the file out of the e-mail system and storing a copy of the e-mail in an electronic document management system.

Disposition: Public records should be retained for the period appropriate to their content and handled in accordance with the provisions of NRS Chapter 239.<sup>v</sup>

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<sup>i</sup> NAC 239.010 "Record of a local government" defined (NRS 239.125, 378.255) "Record or a local government" means information that is created or received pursuant to a law or ordinance, or in connection with the transaction of the official business of any office or department of a local governmental entity, including, without limitation, all documents, papers, letters, unpublished books, maps, charts, blueprints, drawings, photographs, films, computer printouts, newspapers received pursuant to NRS 247.070, artifacts entered as exhibits in any proceeding in any court, information stored on a magnetic tape, computer, laser disc or optical disc, or on material which is capable of being read by a machine, including microforms, and audio and visual materials, and any other evidence, including all copies thereof.

<sup>ii</sup> NAC 239.051 "Nonrecord" defined. (NRS 239.125, 378.255) "Nonrecord" means published books and pamphlets, books and pamphlets printed by a governmental printer, worksheets used to collect or compile data after it has been included in a record, answer pads for a telephone or other informal notes, unused forms except ballots, brochures, newsletters, magazines, newspapers except those newspapers received pursuant to the provisions of NRS 247.070 or parts of newspapers retained as evidence of publication, scrapbooks and property left or deposited with an office or department which would otherwise be defined as a record except that the ownership of that property does not reside with a local governmental entity.

<sup>iii</sup> NRS 239.010(1) All public books and public records of a governmental entity, the contents of which are not otherwise declared by law to be confidential, must be open at all times during office hours to inspection by any person, and may be fully copied or an abstract or memorandum may be prepared from those public books and public records....

<sup>iv</sup> This section does not prohibit the use of telephones and e-mail if there is not a special charge for that use. If there is a special charge for that use, then the use is not prohibited but the officer or employee must reimburse the cost or pay the charge to the county in accordance with WCC §5.340(3), unless the use is made necessary because the officer or employee is attending to county business.

<sup>v</sup> Employees should also be aware that if the document in question pertains to potential litigation, the employee must consult with the District Attorney's Office before destroying the document, regardless of the applicable records retention schedule.