

## **Rules for Public Records Inspection**

### Jefferson Township

In order to assure that official Township documents remain available for in-person inspection in response to Right to Know requests while assuring that those documents are not damaged or altered and are fully returned to the Township for filing, the following rules shall apply to all in-person document inspections:

- Documents to be inspected will be made available by the Jefferson Township Right to Know Officer individually or in small packets. When the inspector returns those documents, additional documents will be provided for inspection as needed.
- Documents may be inspected only in the Township office or such other as area designated by the Right to Know Officer. The documents shall remain reasonably visible to the Right to Know Officer at all times.
- Certain documents may be presented for inspection stapled in packets, attached to or bound in books or stored in notebooks. Documents may not be separated or removed from, packets, books or notebooks without the express permission of the Right to Know Officer. Documents being inspected shall not be written on, altered or modified in any way by the requester.
- The requester may not have any food or drink in the area when documents are being inspected. No personal items, other than items needed for note taking such as pens, pencils, notepad, computer or copier, shall be stored or kept where the documents are being inspected.
- The requester may make copies of documents as long as the documents remain visible and in the area designated for inspection. The Right to Know Officer is not obligated to provide an electrical outlet or computer connection to the requester to facilitate making copies.
- The Right to Know Officer is not available nor permitted to respond to questions or other inquiries about the content or meaning of documents being inspected. Such questions must be addressed to the Jefferson Township Board of Supervisors.
- Persons inspecting documents must act with proper decorum at all times and may not disrupt any other activities occurring in or around the area where documents are being inspected.

Upon violation of any of these Rules, the Right to Know Officer may suspend the public record inspection, all such records shall be returned to the Right to Know Officer and the requester may be requested to leave the area until such time as compliance is assured and occurs by the requester with these Rules.

Issued by the Jefferson Township Board of Supervisors.

Date