



GUIDELINES FOR ACCESS TO PUBLIC RECORDS

1. The New Motor Vehicle Board ("Board") will supply any non-confidential records or information in a reasonable time and manner, to any requesting person or agency.
2. Records which are privileged or exempt from disclosure, or the disclosure of which is otherwise prohibited by either state or federal law will not be made available for public inspection.
3. Public records will be made available for inspection on reasonable notice between the hours of 8:00 a.m. and 5:00 p.m., every weekday on which Board offices are regularly open for business.
4. In order to preserve the integrity of the requested records against theft, mutilation, or accidental damage, and to insure that requests for public inspection do not interfere with the orderly function of the Board's offices, any person requesting non-confidential records or information shall comply with the following guidelines:
 - A) Requests for non-confidential information may be made in writing, via electronic means such as email, or fax, or orally by telephone or personal communication;
 - B) Requests shall include a concise statement specifically identifying the records sought, the form in which the records are sought, including records in electronic or other format, and the location of such records, if known to the person making the request;
 - C) Board functions shall not be suspended to permit, nor shall public records be made available for, inspection during periods when the use of such records is reasonably required by Board personnel in the performance of their duties. Persons requesting disclosure of non-confidential records or information shall make such requests a reasonable period of time prior to the inspection.
5. Except as otherwise designated by the Executive Director, inspection of public records shall be made only in the presence of Board personnel, and only at places within the Board's offices.

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6. Persons inspecting Board records shall not destroy, mutilate, deface, alter, or remove any such record or records from the offices of the Board. All records shall be returned in the same condition as when they were received. All records shall be returned either upon completion of the inspection, or upon the oral request of Board personnel.

7. The Board may, in the discretion of the Executive Director, charge any person requesting inspection of non-confidential records or information a fee reasonably necessary to offset costs incurred by the Board in retrieving requested information.

8. Copies of requested information will be provided upon request at a charge not to exceed the Board's actual costs for providing such copies.

9. Copies of these guidelines shall be posted in a conspicuous place open to the public within the Board's offices, and a copy thereof shall be made available free of charge to any person requesting such.