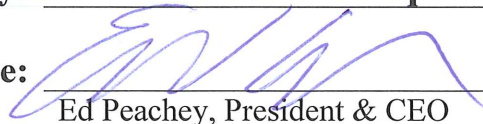




Policy: Public Records Request

Approval Signature:


Ed Peachey, President & CEO

I. Purpose

To set forth corporate policy and guidance regarding public records accessibility. Every person who has custody of a public record shall permit the record to be inspected by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public record or the custodian's designee. Upon request, the custodian shall furnish a copy of the record upon payment of the fees noted below.

II. Policy

There shall be no attempt to limit access to public records by a claim of interference with the day-to-day conduct of public business.

The designated personnel will document the public records request by asking for the inquirer's name, address, and telephone number. However, the person requesting the records is not required to disclose his name, address, telephone number or be required to provide written documentation of the request.

When a request for public information is made, it will be forwarded to the appropriate personnel for timely processing. TBWA will determine which personnel are appropriate to provide assistance in fulfilling the request.

Some records are archived off-site, therefore requests for certain records require a 72 hour turnaround to allow for their retrieval.

FEES: (Paid by money order at the time records are picked up or prepaid if records are mailed)

Photocopies:

No charge for first ten (10) copies.
\$0.15 for each additional letter/legal one-sided copy.
\$0.20 for each additional two-sided copy.

Audio tape duplication: Actual cost incurred.

Computer disk duplication: Actual cost incurred.

Special Service Charge: A fee based on the personnel's rate of pay will be charged for extensive time use of information technology resources or clerical labor. Extensive means more than 30 minutes to locate, review for confidential information, copy, and re-file the requested material. Charges will be calculated based on the cost of wages and benefits of the personnel who perform the public records request.

Inquiries: Inquiries to this policy should be directed to TBWA Administrative Offices.