

## **Records Access Officer Guidelines**

- A municipality must appoint one or more Records Access Officers (RAOs)
- A RAO must:
  - Coordinate response to requests for public records
  - Assist in the preservation of public records
  - Prepare guidelines that enable requestors to make informed requests
- RAOs must provide records in electronic format unless the record is not available electronically or the requestor cannot receive electronic records
- RAOs must post commonly requested records on the website to the extent feasible
- RAOs must permit inspection or provide a copy of the record requested within 10 days of receipt of the request
- RAOs may charge 5 cents per page for black & white copies or printouts of records
- RAOs may charge for employee time to comply with requests but it may not exceed \$25/hr.