

**CUMBERLAND COUNTY CONSERVATION DISTRICT
POLICY ON PUBLIC ACCESS TO RECORDS & INFORMATION**

Any person(s) requesting to see files created or maintained by the Cumberland County Conservation District (CCCD) shall make an appointment to view the files during normal business.

When files are being examined, a CCCD employee will be in the room or vicinity of the examination. The general public is not permitted to make notes or marks on the official records.

All copies requested will be made by a CCCD employee. The first three (3) copies will be done at no charge, thereafter the copy fee will be fifty (50) cents per copy. (The front and back of a sheet equals two (2) pages.) A receipt will be made for all money received due to the copy charge.

The CCCD reserves the right to delay large copying requests (over 50 copies) to a maximum of three (3) business days. The requestor will be notified by phone when copies may be picked up. The CCCD does not have the capability of reproducing large blueprints or drawings. The requestor may review and make notes from the plan or drawing. No files will leave the CCCD premises.

If, under delegated responsibilities, the CCCD has initiated an enforcement action, access to these files will be denied until the enforcement action has been completed.

Certain information on complaint files is confidential and will not be released to the general public.

Anyone requesting to view files or make copies of files shall give name, address, phone number and information that they are requesting.

This public access policy does not supercede any regulations that may exist pertaining to public records.

Adopted at a public meeting of the Cumberland County Conservation District Board of Directors on February 27, 2002.