



## **VILLAGE OF EAU CLAIRE**

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### **VILLAGE OF EAU CLAIRE RULES AND REGULATIONS OF THE FOIA COORDINATOR**

Rules and Regulations to regulate the manner in which records may be reviewed to protect those records from loss, alterations, mutilation or destruction, and to prevent excessive interference with normal Village operations. The FOIA Coordinator adopts the following such Rules and Regulations:

1. Records are not to be altered in any manner.
2. Pens or indelible writing items are not allowed in record review rooms.
3. Copies of records are to be made by Village staff or its designee.
4. For documentation purposes, staff shall keep copies of or a list of documents released or copied.
5. Records may not be removed from binders.
6. Records within files shall be kept intact and in order.
7. Copies of Village computer records shall be made on computer discs provided by the Village only.
8. Copies of tapes shall be made on tapes provided by the Village only.
9. Records are to remain in the Village Clerk's vicinity while being reviewed.
10. To prevent pilfering or alteration of public records, the FOIA coordinator may require that inspection be performed in a setting which can be monitored, and may prohibit briefcases, bags or other containers while records are being inspected.
11. In order to preserve or protect original written records, or to preserve the integrity of records on microfilm, microfiche or computers, the FOIA coordinator shall determine the format of all public records to be made available for inspection or copying under this policy.

12. Original records shall not be marked, defaced, destroyed or otherwise altered. No notes or writing of any kind shall be made on the documents themselves.

13. Original documents shall not be removed from the area provided for inspection and note taking. Original documents may be removed from and replaced in the Village files only by authorized Village officials or personnel.

14. In the case of a public record which contains exempt information that must be redacted, the requester shall be required to accept a copy of the public record.

15. Unless otherwise determined by the FOIA Coordinator in a particular case, all electronically stored records (including e-mails) that are requested to be transmitted in digital form shall first be converted to pdf or other similar format that prevents alteration and preserves the integrity of the record at the time of its release.

Effective Date: July 1, 2015

Date: \_\_\_\_\_, 2015 By: \_\_\_\_\_  
Pamela Anstiss, Village Clerk