

Public Records Policy

It shall be the policy of Fontana Regional Library to provide all members of the public and the media with open access to all public records and documents in the manner described and as defined by State and Federal Law. Every custodian of FRL public records shall permit any record to be inspected and examined at reasonable times under reasonable supervision. The custodian shall, as promptly as possible, furnish any copies requested. **Persons requesting copies of public records must pay actual cost for such copies. Actual cost is limited to direct chargeable costs related to the reproduction of a public record as determined by generally accepted accounting principles.**

Public personnel record information which may be disclosed:

- Name.
- Age.
- Date of original employment or appointment to the Library.
- The terms of any contract by which the employee is employed whether written or oral, past and current, to the extent that the Library has the written contract or a record of the oral contract in its possession.
- Current position.
- Title.
- Current salary.
- Date and amount of each increase or decrease in salary with the Library.
- Date and type of each promotion, demotion, transfer, suspension, separation or other change in position classification with the Library.
- Date and general description of the reasons for each promotion with the Library.
- Date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the Library. If the disciplinary action was a dismissal, a copy of the written notice of the final decision of the Library setting forth the specific acts or omissions that are the basis of the dismissal.
- The Library to which the employee is currently assigned.

For the purposes of this policy, the term "salary" includes pay, benefits, incentives, bonuses, and deferred and all other forms of compensation paid by the Library.

All other information contained in a personnel file is confidential and shall not be open for inspection and examination. Please refer to GS 153A, section 98 for exceptions or additional information.

All requests to examine FRL records should be in writing to the custodian of records, generally meaning the County Librarian of the library housing the records. In the case of records held by the administrative staff, the request must be made in writing to the Regional Director. This requirement may be waived upon review in minor cases. Upon receiving this request, the custodian of records must respond in a timely manner without undue disruption of normal FRL operations and functions. Employees of FRL shall be notified of specific requests concerning their public personnel records.



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No person requesting to inspect and examine public records shall be required to disclose the purpose or motive for the request.