

SPECIAL: ACCESS
A POLICY ESTABLISHING UNIFORM RULES OF
MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
FOR ACCESS TO PUBLIC RECORDS

WHEREAS, the Board of Trustees of the Mastics-Moriches-Shirley Community Library is empowered to make and publish rules relating to access to public records; now, therefore, be it

RESOLVED, by the Board of Trustees of the Mastics-Moriches-Shirley Community Library, as follows:

The rules hereinafter set forth shall regulate, govern and control access to public records of the Mastics-Moriches-Shirley Community Library.

Section 1, Definitions for purpose of These Rules:

- A. "PUBLIC RECORDS" means all files, records, papers and documents which can be made available for public inspection and copying constituting:
- 1) final and dissenting opinions, and orders made in the adjudication of cases by the Mastics-Moriches-Shirley Community Library and the Board of Trustees;
 - 2) statements of policy and interpretations which have been adopted by the Mastics-Moriches-Shirley Community Library;
 - 3) minutes of meetings of the Board of Trustees and minutes of any public hearing held by the Board of Trustees;
 - 4) internal or external audits and statistical or factual tabulations made by or for the Mastics-Moriches-Shirley Community Library;

5) administrative staff manuals and instructions to staff that affect members of the public;

(6) final determinations and dissenting opinions of members of the Board of Trustees;

(7) any other files, records, papers or documents required by any provision of law to be made available for public inspection and copying.

B. "PAYROLL RECORDS" means an itemized record setting forth the name, address, title and salary of every employee of the Mastics-Moriches-Shirley Community Library.