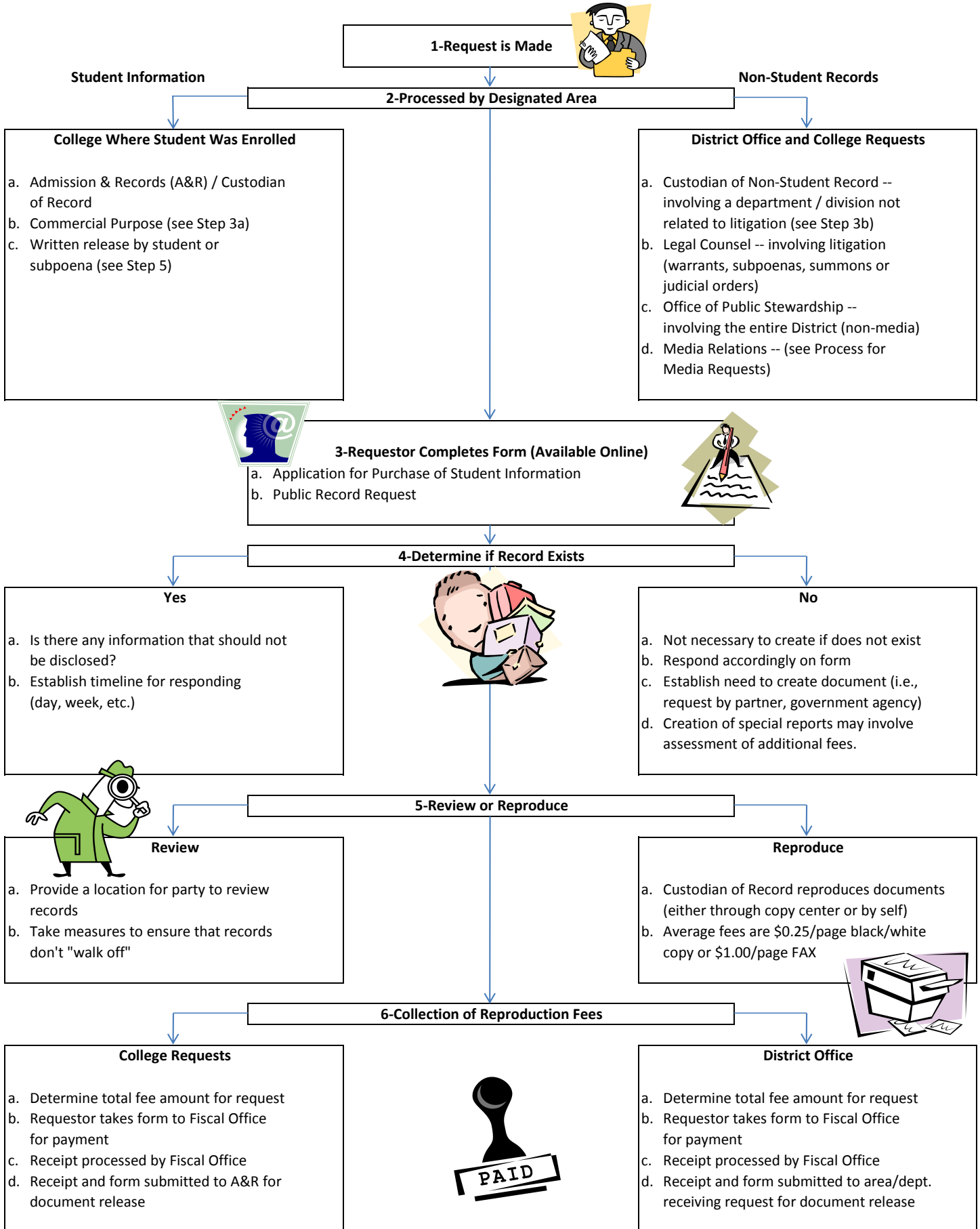


Process for Responding to Records Requests



If a written request is received for copies of records/documents, requestor should be notified of fees and still make payment to the fiscal office prior to the release of documents