

South Georgia Fire District Prudential Committee

Public Records and information Policy

In order to provide for the orderly and responsible disclosure and dissemination of South Georgia Fire District public records and the information contained therein, the Prudential Committee adopts the following policy:

- (1) Administrative, governance, managerial and financial information, in written and electronic form, are designated public records, available for disclosure, examination and copying, once such information has been formally received by the Prudential Committee or an appropriate Fire District official, and such information has been determined not to be exempt from disclosure under applicable access to public records laws.
- (2) Prudential Committee meeting agendas, meeting minutes, water system reports and accounts payable information shall be open for disclosure and dissemination as a matter of routine once they are available. Requests for access to or copies of other Fire District information or public records shall be made to the Prudential Committee as provided under the general access to public records laws.
- (3) The Prudential Committee shall be deemed to be the custodian of all South Georgia Fire District records and information for purposes of complying with general access to public records laws.
- (4) No Fire District information or records will be disclosed or disseminated by any Fire District official or employee except in conformance with this policy.