



Sherwood Forest Estates Fire District

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SFEFD Public Documents and Public Review Policy

The Sherwood Forest Estates Fire District is a tax funded public safety agency. We recognize the public has a right to view documents and materials not considered confidential or those protected as such by State or Federal laws. This policy addresses the public right to know while protecting documents deemed confidential or protected by law from public disclosure.

The SFEFD Fire Board Policy shall be -

- To permit the public, with an appointment, the ability to inspect Public Documents at no charge. SFEFD staff shall fulfill all requests for public records as promptly as practicable.
- To permit the public to make a copy at no charge, if using their own personal equipment (i.e., a member of the public uses their own scanner, computer, or cell phone to take pictures of certain documents, thereby producing an electronic copy of the document).
- To permit the public the ability to formally request copies of Public Documents. The method chosen for reproduction, either in house or via an outside vendor and as appropriate case by case, shall be at the sole discretion of the Fire District. Depending on the method of reproduction chosen, the public shall agree to pay for reproduction or copying costs and either reimburse the District for its direct in house costs at the time of reproduction or directly pay the costs to the Fire District's designated offsite private vendor. Copies shall be hard copy only and no electronic data/media transfers shall be permitted. SFEFD staff shall fulfill the formal request as promptly as practicable. Reimbursement charges shall not include staff time spent in searching or compiling records, but may include staff time spent producing copies for the requestor.
- To strictly prohibit the public reviewing the documents outside of the custody, control and immediate presence of the District's representative (i.e., the document may be reviewed by the public but only while under the District's representative's immediate supervision).
- To strictly prohibit the public from taking any District documents away from the District's premises.
- To strictly prohibit releasing original Public Document(s) directly to the public, in either hard copy or electronic format, for the purposes of offsite review, reproduction or copying.