

## **Clinton County Job and Family Services Public Records Policy**

The Clinton County Department of Job and Family Services (CCDJFS) acknowledges that it maintains many records that are used in its administration and operations. The records maintained by the CCDJFS and the ability to access them are a means to provide trust between the public and the CCDJFS. The Clinton County Department of Job and Family Services maintains its records in a manner which allows the CCDJFS to provide the general public prompt inspection of the CCDJFS's public records and copies of these records within a reasonable amount of time during its regular business hours Monday through Friday from 7:30 a.m. to 4:30 p.m.

The Clinton County Department of Job and Family Services has a public records policy and a Schedule of Records Retention and Disposition (RC-2). If there is a need to review the policy and/or schedule, please consult with a CCDJFS Supervisor and they will provide you with a copy.

**Charges for record copies will be 20¢ per page and/or \$1.00 per computer disc.**