

**RESOLUTION NO. 3  
SERIES OF 1998  
RESOLUTION OF THE TOWN OF MARBLE  
REGARDING BUSINESS HOURS AND INSPECTION  
OF PUBLIC DOCUMENTS**

WHEREAS, the Town of Marble is a small governmental entity having two part-time employees as clerk and building inspector; and

WHEREAS, such part-time employees have other jobs in other locales and it is not financially possible to keep the Marble Town Hall open during the daytime on weekdays, Monday through Friday; and

WHEREAS, there have been requests for public documents and allegations that the Town is not timely in meeting the public's needs to supply such public documents; and

WHEREAS, the Town would like to formulate rules in order to allow the public to know when they can obtain public documents.

NOW, THEREFORE, the Town herein formulates the following rules regarding acquisition of public documents.


1. The request for public documents shall be put in writing and addressed to the Town Clerk and delivered to the Town Clerk.
2. An appointment shall be made with the Town Clerk to obtain such documents by the individual requesting such.
3. The Town Clerk shall act within three working days if that is not possible, shall schedule time on Saturday to allow the member of the public to obtain such documents.
4. The Town herein designates Monday to Thursday evenings as its business hours and specifies that the Town Clerk may schedule viewing of public documents from 6 p.m. to 9 p.m. Additionally, one Saturday a month shall be considered to be a business day and scheduling of viewing of public documents may occur from 10 a.m. to 5 p.m.
5. Other times for viewing public records shall be set as soon as possible but at the convenience of the Town Clerk.
6. Copying costs shall be \$1.00 per page, however complete codes, (e.g. individual sewage disposal systems code) shall be offered at a lesser cost.

7. The cost shall be \$25.00 for a complete code document that is 50 pages or less, \$50.00 for any complete code document that is 51 pages to 100 pages, \$100.00 for any document that is more than 100 pages including the entire Marble Code, and \$200.00 for the UBC. Copying of code manuals may be done at a convenient time by the Clerk and mailed to the applicant or request may be made for the applicant to pick such up at another time.

Passed this 5th day of May, 1998, by vote of 4 to 0.

  
Mayor

Attest:

  
Clerk