

4-Step Response to Request 4 E-Records

1

Has requester asked for the record in an electronic format?

Provide the record in paper.

NO
YES

2

Does the record contain exempt information?
(Make sure you check metadata too.)

Provide the record in its Native Format.

NO
YES

Check metadata!

3

Does the requester want the record in its native format?

Explain cost

Redact by hand, scan in redacted record and produce.

Enclose explanation

NO
YES

4

Is the requester willing to pay for customized access?

Prepare budget for cost and confirm.

NO
YES

Ask 4 10% Deposit