



BEULAH CONVENTION AND VISITORS' BUREAU

OFFICE POLICY

OPEN RECORDS REQUEST POLICY

Purpose

The purpose of this Open Records Request Policy is to establish a consistent process for responding to requests for public records in accordance with applicable federal, state, and local laws. This policy promotes transparency, accountability, and proper management of organizational records.

Policy Statement

Beulah Convention and Visitors Bureau is committed to providing access to public records as required by law while protecting confidential, exempt, and privileged information.

All requests for records shall be processed in a timely, professional, and lawful manner.

Definitions

Public Record

Any recorded information, regardless of format, that is created, received, maintained, or stored by the organization in connection with public business.

Requestor

Any individual or entity requesting access to public records.

Custodian of Records

Beulah Convention and Visitors Bureau – Department Lead

Request Procedure

Submitting a Request

Requests may be submitted in writing by:

- Mail - PO Box 790, Beulah ND 58523
- In-person delivery – Greystone Complex 113 Central Ave S – 2nd Floor, Beulah ND 58523

Requests should include:

- Requestor name and contact information – to include mailing address
- Description of requested records
- Relevant dates or timeframes

The organization may request clarification if the request is unclear or overly broad.

Response Time

The organization shall acknowledge receipt of requests within 4 business days.



Records will be provided within a reasonable timeframe consistent with applicable law and the scope of the request.

If additional time is required, the requestor will be notified of:

- Reason for delay
- Estimated completion date
- Any need for clarification

Fees

Per the NDAG Open Records Guidelines - Reasonable fees may be charged for:

- Copying
- Printing
- Postage
- Electronic media
- Staff time exceeding routine administrative effort
- Extensive data retrieval and/or redactions

Fee schedules shall comply with applicable law. – See ND Attorney General Open Records Guidelines

Prepayment is required prior to releasing the records.

Exempt or Confidential Records

Certain records may be withheld, redacted, or denied if protected by law, including but not limited to:

- Personnel records
- Attorney-client privileged communications
- Trade secrets
- Financial account information
- Social Security numbers
- Medical information
- Security-sensitive information
- Ongoing investigative records

If records are withheld, the organization will provide the legal basis for denial when required by law.

Inspection of Records

When permitted, records may be inspected by appointment during normal business hours.

Original records shall not be removed, altered, or damaged.

Electronic Records

Electronic records will be provided in available formats when practical.

The organization is not required to create new records, perform extensive data analysis, or convert records into unsupported formats unless required by law.



Record Retention

All records shall be retained and disposed of in accordance with the organization's approved records retention schedule and applicable laws.

Appeals

If a request is denied, the requestor may submit a written appeal to:

Beulah Convention and Visitors Bureau

PO Box 790

Beulah ND 58523

Appeals must be submitted within 7 business days of denial.

Policy Administration

The organization reserves the right to revise this policy to comply with changes in applicable law or operational needs.

Effective Date

Policy Effective Date: June 4, 2026

Board Approved Date: June 4, 2026

Signature: [Handwritten Signature], CVB Administrator

Date: 6/4/2026