**Section 500.200 Summary and Purpose**

a) This Part states the policy of the Office of the State Appellate Defender (OSAD) for making its records available for reasonable public inspection while, at the same time, protecting legitimate interests in confidentiality.

b) This Part:

1) Establishes the following classifications for records in OSAD's possession:

A) Records that shall be disclosed; and

B) Records that shall be withheld from disclosure.

2) Contains the procedures by which requesters may obtain records in OSAD's possession; and

3) Contains the procedures for claiming and determining that records submitted to OSAD are exempt from disclosure.