

[subdivisions] SUBDIVISION, [thereof] and by any [agencies] AGENCY OR INSTRUMENTALITY of the State[, counties, municipalities, and] OR A political [subdivisions thereof] SUBDIVISION, or received by them in connection with the transaction of public business[, except those privileged or confidential by law]. The term "public records" also includes the salaries of all [State] employees OF THE STATE, OF A POLITICAL SUBDIVISION, AND ANY AGENCY OR INSTRUMENTALITY THEREOF, both in the classified and nonclassified service[, and all county and municipal employees, whether in a classified or nonclassified service].

[(k) Public records shall be classified as follows:

(i) The term "official public records" shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the State or any agency or subdivision thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the State or any agency or subdivisions thereof; all records or documents required by law to be filed with or kept by any agency or the State;

(ii) The term "office files and memoranda" shall include all records, correspondence, exhibits, books, booklets, drawings, maps, blank forms, or documents not above defined and classified as official public records; all duplicate copies of official public records filed with any agency of the State or subdivision thereof; all documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and all other documents or records, determined by the records committee to be office files and memoranda.]

(C) "APPLICANT" MEANS AND INCLUDES ANY PERSON REQUESTING DISCLOSURE OF PUBLIC RECORDS.

[(c) The term "writings"] (D) "WRITTEN DOCUMENTS" means and includes all books, papers, maps, photographs, cards, tapes, recordings, COMPUTERIZED RECORDS, or other documentary materials, regardless of physical form or characteristics.

[(d) The term "[political] (E) "POLITICAL subdivision" means and includes every county, city and county, city, incorporated and unincorporated town, school district, and special district within the State.

[(e) The term "[official] (F) "OFFICIAL custodian" means and includes [any] EACH AND EVERY officer or employee of the State or any agency, institution, or political subdivision thereof, who is responsible for the maintenance, care, and keeping of public records, regardless of whether