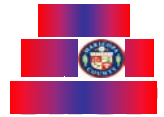




# Planning & Development Department Department Directive



<b>DD Number:</b>	DD-2003-02	<b>Initiator:</b>	
<b>Supersedes:</b>		<b>Manager:</b>	Steve Fowers <i>SF</i>
<b>Date Initiated:</b>		<b>Director:</b>	Joy Rich <i>JR</i>
<b>Effective Date:</b>	1/13/03	<b>Responsible Authority:</b>	Department-wide

**PURPOSE:** To supplement County procedures relating to public record requests and access.

**REFERENCE:** Maricopa County Policies and Procedures, Public Records Request A1606

**POLICY/PROCEDURE:**

All department staff are required to read and acknowledge County Policy A1606 and supplemental flow charts. A copy of the policy will be available to customers. A copy of all policies, information and forms are available on P:/Information Requests.

Department records and documentation, with the exception of those that fall under "Intellectual Property – (Rights and Products of the mind or intellect – i.e., plans, drawings and active Code Enforcement cases, are considered public record. All requests for public information must be accompanied by a completed and signed Public Records Request Form appropriate to the nature of the request (commercial or non-commercial). All requests for custom reports, GIS data or information currently not available are to be directed to Information Technology.

Customers must be advised as to the time required to complete requests. The department will attempt to provide information or access to information within 24 hours if possible. If retrieval from an off-site storage facility is required, the customer will be advised of the expected delay. Commercial request costs associated with reproduction, searching, record maintenance, and percent of fair market value may be charged. The Office of the CIO should be contacted if clarification of these charges is needed.

Customers will need to read and agree to a "Statement of Acknowledgement" being developed by the Office of the CIO for use of a public computer terminal and Internet access. This statement will be displayed when the user attempts to access online information. The department will be notified when this statement process is in place. Until that time, staff will ensure that a completed and signed Public Records Request form is provided by the customer before access to a public terminal is provided.

Customers can utilize the printer behind the front counter when using the public terminal or make copies at the copying machine if being provided a printed copy of information. Other printers are available in the department if neither of those resources are available. Please contact Information Technology if assistance is needed.

Printing charges are as follows:

- 8.5" x 11" - \$0.25 per sheet
- 8.5" x 14" - \$0.40 per sheet
- 11" x 17" - \$0.50 per sheet
- Larger - \$4.00 per sheet