

	STANDARD OPERATING POLICY AND PROCEDURE Community and Economic Development	Number: 1-5
Subject: Public Records		Approval Date: June 25, 2008
Approval: Chuck King, Building Official		Effective Date: July 25, 2008

1.0 PURPOSE

To provide a procedure for release of requested information and departmental compliance with Town Administrative Directive No. 5.

2.0 DISTRIBUTION

Public, Community and Economic Development (CED) Personnel

3.0 REVISION HISTORY

January, 2011

August, 2015

February, 2019 –New Code Adoption

4.0 CODE REFERENCE

2018 International Building Code (IBC), Sections 104.7 and 107.5

Town of Oro Valley Administrative Directive No. 5, *Request for Records*

5.0 POLICY

As a public agency requests for information shall be available to the public for review. Records may consist of items such as written policy, memos, codes, code amendments, permit and inspection records, plans, specifications, calculations and e-mail. Oro Valley Administrative Directive No. 5 shall govern the requests for records and associated fees. Copies shall be made when requested and fees for copies shall be paid by the requestor. Additional costs for time spent generating special reports or compilation of specific information may assessed as applicable.

The requestor shall make application on a “Request for Records” form, which shall be submitted to the Town Clerk’s Office. The Town Clerk’s Office will notify the Community and Economic Development Department (CED) of the requested documents. A CED representative shall determine if copies of requested documents can be made with available town equipment, or if the documents need to be sent to an outside agency for reproduction. The requestor shall be responsible for the cost of all reproductions requested.

Construction plans for facilities considered sensitive, such as schools, banks, government offices, and public utility structures, shall be given special consideration prior to release for reproduction. The *building official* will review requests for all such facilities with the Town Attorney and Town Clerk before approving release of these documents.