



ADMINISTRATIVE DIRECTIVE

SUBJECT <p align="center">Public Record Requests</p>	NUMBER <p align="center">5</p>	PAGE <p align="center">1 of 4</p>
	Issue Date: May 11, 2007 Re-Issued: September 13, 2011 Revised: August 14, 2013	

I. PURPOSE

It is the administrative policy of the Town of Oro Valley to promptly comply with public record requests in accordance with Arizona law. The Town shall adhere to the following policy for the disclosure of public records.

II. POLICY

- A. The following individuals are hereby designated as Public Records Custodians for the following departments of the Town:
 - 1. Police Department; Records Supervisor
 - 2. Magistrate Court; Court Administrator
 - 3. All other departments; Town Clerk

- B. All public record requests should be in writing. The designated Public Records Custodians may supply forms for this purpose.

All requests must describe the record requested in sufficient detail to allow the record to be located with a reasonable amount of diligence.

All public record requests shall be submitted to and handled by the appropriate Public Records Custodian, or the Custodian's designee. The Public Records Custodian shall immediately forward copies of the request to the affected department or departments, the Town Manager and the Town Attorney.

The Police Department Records Section, pursuant to state and federal law, may release only certain information to citizens upon request. Record requests pertaining to the Police Department may be referred to the Police Department Records Supervisor and completed pursuant to OVPD Standard Operating Procedure #700.

- C. All public record requests shall be completed as promptly as possible under the circumstances.
- D. Should the affected department, or the Public Records Custodian, have any questions concerning the requirements to disclose the records, they shall consult with the Town Attorney for determination of whether or not a legal basis exists for non-disclosure and/or redaction of information from such records.

Upon request, the Public Records Custodian shall furnish an index of records or information or categories of records or information that have been withheld or redacted and the reasons why such records and/or information has been withheld from the requestor.

- E. Once the affected department has gathered the records pertinent to the request, the records shall be forwarded to the appropriate Public Records Custodian. Prior to public disclosure the Public Records Custodian shall forward the records to the Town Manager, the Town Attorney and, for matters pertaining to the Police Department, to the Chief of Police.
- F. The requestor may ask to inspect the requested records in order to determine which, if any, the requestor wishes to obtain as copies or reproductions. A designated Town employee shall oversee the review and inspection and, if necessary, the copying or reproduction of requested records.

The Public Records Custodian may determine that it is more efficient and economical simply to provide copies or reproductions of the requested records to the requestor, at the Town's expense.

- G. The fees for copies or reproductions made by the Oro Valley Town Clerk are as follows:

Non-Commercial Requests

➤ All double-sided copy requests shall be charged at double the standard rate.

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| 1. B/W Copies, 8 ½ x 11 | \$ 0.25 |
| 2. B/W Copies, 11 x 15 or 11 x 17 | \$ 0.50 |
| 3. Color Copies, 8 ½ x 11 | \$ 0.50 |
| 4. Color Copies, 11 x 15 or 11 x 17 | \$ 1.00 |

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|---------------------------------------------------------------------------|----------|
| 5. Fax | \$ 0.50 |
| 6. Audio tapes, DVDs, CDs | \$ 10.00 |
| 7. Plans & Plats, per page | \$ 4.00 |
| 8. Copying of all other document sizes will be the actual cost of copying | |

Commercial Requests

➤ All Commercial Requests shall be charged at \$28.00 per hour (minimum 1 hr.) plus any copy/ mailing fees. Business License Reports shall not incur this additional fee.

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| 1. Business License Report, per month | \$ 15.00 |
| 2. B/W Copies, 8 ½ x 11 | \$ 0.25 |
| 3. B/W Copies, 11 x 15 or 11 x 17 | \$ 0.50 |
| 4. Color Copies, 8 ½ x 11 | \$ 0.50 |
| 5. Color Copies, 11 x 15 or 11 x 17 | \$ 1.00 |
| 6. Fax | \$ 0.50 |
| 7. Audio tapes, DVDs, CDs | \$ 10.00 |
| 8. Plans & Plats, per page | \$ 4.00 |
| 9. Copying of all other document sizes will be the actual cost of copying | |

General; Reproductions per Item

All documents are available on the Town’s website:
www.orovalleyaz.gov

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| 1. Town Code | \$ 30.00 |
| 2. General Plan | \$ 30.00 |
| 3. Zoning Code | \$ 30.00 |
| 4. Bid Specifications (Minimum charge) | \$ 25.00 |
| 5. Budget Reports | \$ 30.00 |
| 6. Water Utility Reports | \$ 30.00 |
| 7. Capital Improvement Plans | \$ 10.00 |
| 8. Annual Financial Report (CAFR) | \$ 15.00 |
| 9. Copying of all other documents will be the actual cost of copying | |

H. The fees for copies or reproductions made by the Oro Valley Police Department are as follows:

Oro Valley Police Department

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|-------------------------------------------|---------|
| 1. OVPD Incident/Accident Report | \$ 5.00 |
| (Additional cost per page after 15 pages) | \$ 0.25 |

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| 2. Audio tapes, DVDs, CDs | \$ 10.00 |
| 3. Photographs per page
(Regardless of the number of photos per page) | \$ 3.00 |
| 4. Fingerprint Cards (each) | \$ 10.00 |
| 5. All other copies per Page | \$ 0.25 |

I. Except as otherwise provided, the charges for copies or reproductions made by the Oro Valley Magistrate Court (OVMC) are set by A.R.S. § 22-404. The fees for OVMC are as follows:

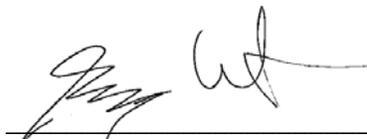
Oro Valley Magistrate Court

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|-----------------------------------------|----------|
| 1. OVMC Transcripts (per Page) | \$ 3.25 |
| 2. Research Fees | \$ 17.00 |
| 3. OVMC Cassette Tape & CD Reproduction | \$ 17.00 |
| 4. OVMC General; Copies per Page | \$ 0.50 |

J. Pursuant to A.R.S. § 39-121.03, concerning requests for copies, printouts or reproductions of public records for a commercial purpose, the Public Records Custodian shall charge for any such copies, printouts or reproductions at an amount which shall include: (a) a cost to the portion of any cost to the Town for obtaining the original, copy or reproduction of the requested document, printout or photograph; (b) a reasonable fee for the cost of time, materials, equipment and personnel in producing the copy, printout or reproduction; and (c) the value of the reproduction on the commercial market.

K. In the event a person requests that the Public Records Custodian mail the requestor a copy or reproduction of a requested record, the Custodian shall calculate the cost of the postage, and shall require the requestor to pay the postage and any copying cost in advance, before mailing takes place.

AUTHORIZED:



Greg Caton, Town Manager