

	<b>STANDARD OPERATING POLICY AND PROCEDURE</b> Community Development and Public Works	<b>Number:</b>  <b>1-5</b>
<b>Subject: Public Records</b>		<b>Approval Date:</b> June 25, 2008
<b>Approval:</b> Chuck King, Building Official		<b>Effective Date:</b> 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 Development and Public Works (CDPW) Personnel

**3.0 REVISION HISTORY**

January, 2011  
 August, 2015

**4.0 CODE REFERENCE**

2012 International Building Code (IBC), Section 104.7, 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 request for records requests 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 Development and Infrastructure Services Department of the requested documents. A Development and Infrastructure Services representative shall determine if copies of requested documents can be made with available town equipment, or if the records need to be sent to an outside agency for reproduction. The requestor shall be responsible for the cost of reproductions requested.

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