



Planning & Development Department Department Directive



DD Number:	DD-2001-07	Initiator:	Tim Overstake <i>TO</i>
Supersedes:		Manager:	
Date Initiated:	3-15-2001	Director:	Joy Rich <i>JR</i>
Effective Date:	Immediately	Responsible Authority:	Code Enforcement Division

PURPOSE: To direct Code Enforcement staff in filling public record requests.

REFERENCE:

POLICY/PROCEDURE:

The public often requests copies of information contained in division investigation files and asks for 'copies of the public record' or cite the 'Freedom of Information Act' when making their requests.

Requests of this type should be submitted in writing and forwarded to the Code Enforcement supervisor for consideration. The division will no longer honor 'while you wait' or verbal requests.

This directive does not apply to orders of the court or requests made by other departments or agencies.