ADMINISTRATIVE PROCEDURES

Title: Requests for Public Records Policy

Applicability:	Countywide	**Procedure No.:**	0006
Lead responsibility:	County Administration	**Effective Date:**	August 22, 2016

History: First adopted August 22, 2016

General Expectations:

Yuma County Administration staff will complete Requests for Public Records (RFPRs) within a reasonable amount of time after receipt of request.

Persons may submit RFPRs electronically via telephone, fax, email, mail, or in person. Staff will assist persons requesting by telephone or in person by completing a RFPR and submitting it for processing. For all submittals, staff will ensure that RFPRs are as complete as possible prior to forwarding them to the Records Secretary for processing. Staff will contact the person making the request when the records are ready.

Fees:

There is a fee for photocopied records and for those transmitted via CD based on the most current Board of Supervisors Fee Schedule. The Fee Schedule is located on the County website http://www.yumacountyaz.gov/home.

Records will not be released until after any fee has been paid. However, staff will contact the requester to provide an estimate of the fee. Requesters from out-of-town may mail the fee in the form of a check or money order prior to receiving requested documents. There is no fee for documents sent to a requesting person via email.

Please keep in mind that many of the documents that may be requested are available on the county website, including:

- Minutes of meetings
- Ordinances
- Policies
- Resolutions

County Administrator's signature/ date:
Susan Thorpe 8/22/16