

POLICY:

It is recognized that the improvement of the County's database records management and use of computer technology allow the production of customized reports.

The following guidelines are designed to establish a uniform approach for report requests, customized program development, and report generation.

PROCEDURE:

Any private citizen, group, or their agent may submit a written request for a report and/or printout of information stored in the County's permitting database(s). Such requests shall be forwarded to the Director of the Office of Systems Management or their designee for evaluation.

1. If the information can be generated with existing programming, the report shall be generated within 5 working days for the cost of reproduction as established within the current fee resolution. The requesting party may receive the report in a digital format via e-mail if applicable or within a hard disk media upon submittal of appropriate new blank disks of sufficient capacity to hold the data.
2. If the information requested will require special programming to generate the report, the Office of Systems Management shall advise the requesting party in writing that a customized program is necessary. The letter shall include an estimate of the staff time and cost needed to develop the program(s) and the estimated time for completion. The staff cost shall be based on the current hourly billable rate of the employee(s) designated to write the program.
3. The requestor shall provide a deposit equivalent to the total estimated cost of programming prior to work commencing. The final cost charged, however, shall be based on the actual work time expended.
4. The customized report fee shall only be assessed for the initial request. Subsequent reports utilizing the same program shall be billed at the standard rate of production as described in Section 1.
5. Requests that exceed staff's capability or require programming/software not currently in use by the County shall be returned to the requesting party with a letter stating the County does not have the technological ability to provide the report/information.

This Administrative Regulation is not intended to supersede or amend existing statutory public record regulations, confidentiality provisions, or private copyright protection.