



ADMINISTRATIVE PROCEDURES

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County Administrator

SUBJECT: **HANDLING REQUESTS FOR TRANSCRIPTS OR OTHER DOCUMENTS PRODUCED BY OUTSIDE ENTITIES**

DEPARTMENT RESPONSIBLE: **Human Resources Department**

I. PURPOSE

This Administrative Procedure sets forth guidelines for responding to requests for the County to copy a transcript or other document, when the transcript or other document was produced by a non-County entity and the County paid a fee or other remuneration to obtain the document or copies of the document.

II. DISCUSSION

For illustration, but not in limitation of the circumstances under which the entity is required to pay for documents produced by a non-County entity, court reporting services charge the County for transcripts of hearings. The court reporting service may not grant the County permission to copy what is a proprietary work product of the court reporter. Therefore, copying of such proprietary documents is unauthorized. In these circumstances, interested parties must purchase or arrange to purchase a copy of the transcript directly from the court reporter.

Other types of documents may have been produced by an outside entity whose job it is to produce such documents and the County will have paid a fee or other remuneration to obtain these documents. Interested parties must purchase the document directly from the producing entity.

III. PROCEDURE

Any person, firm company or other entity requesting a copy of a work product of an outside entity in the possession of the County must be advised that this transcript or document is proprietary and not subject to the procedures for public documents. The person, firm, company or other entity must be advised to make arrangements to procure documents directly from the company who produced the work.