

Tips for Searching and Retrieving Pima County Ordinances

- There are two different search options available
- Selection of the option to be used will be based on the information known
- Use of both applications may produce better results
- Use a wildcard (*) to assist in your search
- Careful when entering an assigned number. If a space is left behind the hyphen (-) you will not produce results. (Correct: 1991-001/ Incorrect: 1991- 001)
- Search results are limited to 25 records

Searching Database Fields for

Dates (Adoption Date)

- Not a required field
- Enter a range to limit your result set (Format: x/x/xxxx)
- Use the calendar icons to select a range. (Better for recent documents)

Meeting Type

- Use only to narrow search results
- Selection is made from Drop Down List

Assigned Number

- Enter exact number (Format Year-XXX_, blank space at the end)
- Partial numbers can be searched with a wildcard (1981-*, 1981-0*, 1981-*3)

Keywords (for documents 1983 and older)

- Search by specific topic
- Use wildcards before, between and after in multiple words (*grant*road*)
- Words must be in the order they appear in the Ordinance

Searching Ordinance Text

Full text searching that will read the words in the document for the period 1984 – present. Results may display for documents from 1983 and earlier, however keyword search from above is recommended. Search could take several minutes depending on the parameters provided.

Search Field

- Required field
- Enter word(s) to be searched
- Multiple words can be entered to limit results.
- Results will display documents that contain all of the words. These could be strung together or in separate locations on the page(s).
- To search an exact string of words, place the string of words in quotes (“ ”).

From Date – To Date Fields (Ordinance Adoption Date)

- Not a required field
- Enter a range to limit your result set (Format: x/x/xxxx)
- Use the calendar icons to select a range. (Better for recent documents)

Results

- Multiple results will be displayed in a document list
- A single result will open the document. (Not always on the first page)