

Pima County Health Department

Consumer Health & Food Safety Program PROGRAM POLICIES AND PROCEDURES

Subject: Program Procedures for Processing Public Records Request	PPP NO. CHFS-15-05
Approved by: David F. Ludwig MPH, REHS, RS, CPM Program Manager – Consumer Health & Food Safety	Approval Date:
Applies to: All CHFS Staff	

A. STATEMENT OF PURPOSE

This Policy outlines procedure for addressing public records request in an uniformed and timely manner.

B. DEFINITIONS

1. Commercial Purpose means the use of public records for direct economic exploitation such as:
 - a. Using the public record for the purpose of sale or resale or for the purpose of producing a document containing all or part of the copy, printout or photograph for sale; or
 - b. Obtaining names and addresses from such public records for the purpose of solicitation; or
 - c. The sale of names and addresses to another for the purpose of solicitation or for any purpose in which the purchaser will get a monetary gain from the direct or indirect use of the public record.
2. Commercial purpose does not include:
 - a. Use of public records as evidence or research in a judicial or quasi-judicial action in Arizona;
 - b. The publication of all or a portion of a public record in a newspaper for its news value; or
 - c. Merely using information from the records for furtherance of one's trade or business.
3. Confidential Records mean records that a rule, regulation, or state or federal law specifically identifies as "confidential" or otherwise not subject to release. A promise of confidentiality does not make a record confidential.
4. Prompt Response means quick to act and without delay based on the accessibility and volume of materials requested.
5. Redaction means the removing portions of a record, by blacking out or otherwise making the information impossible to read, before allowing the record to be viewed or releasing the record to the public.

Program Procedures for Processing Public Records Request**C. Policy**

All public record requests must be made on the appropriate form and they will then be processed promptly. Attachment #1

D. Procedure

1. Upon receiving a request, the Administrative Specialist will review it for completeness. If the request is made by the internet or any other means and it is not on the appropriate form, the Admin Specialist will contact the requesting party and provide them with the appropriate form.
2. The records will then be obtained by the Admin Specialist and checked for:
 - a. Confidential information;
 - b. Trade Secrets;
 - c. If a complaint, name and address of the complainant.
3. Redactions to the record will be made if required and a modified copy will be presented to the requestor. If no redactions are needed a copy of the record will be made.
4. Non-commercial public records requests received directly by the program will be copied to the Clerk via PublicRecords@pima.gov
5. The CHFS program will follow the Pima County Administrative Procedures Procedure Number 4-4 (attached) will all Public Records Request

E. Cost Recovery

1. Unless otherwise provided by statute, the County may recover the cost of reproduction which includes: cost of materials (paper, diskette, CDs, etc.), cost of the machinery to do the reproduction, cost of labor to make copies (hardcopy or scan) and cost of postage. For commercial public record requests, the County may also recover cost of obtaining, including reaching for, the original or copies of the document, and the value of the reproduction on the commercial market.
2. The reproduction charges for non-commercial use shall be \$0.35 a page for letter or legal sized paper copies, \$5.00 for a compact disk.
3. An hourly rate of \$10.00 per hour will be charged for staff time which exceeds one hour in the processing of the records.