



MEMORANDUM
OFFICE OF THE MANAGER

TO: Department Directors

DATE: October 16, 2002

FROM: Steve Shiver
County Manager

SUBJECT: Public Records Exemption for
County Facilities - Revised

This memorandum supersedes the July 26, 2002 directive previously distributed.

Effective immediately, any request internally, or by external constituents, consultants, developers, etc. for Governmental facilities either owned or rented, plans or permit records must be approved, in writing, by **your** Assistant County Manager prior to forwarding to the Building Department for release. In the abundance of caution to ensure no depiction of property, building plans are not to be released or viewed without this approval.

The existing format for requesting the release of plans will remain the same and all such requests are to be directed to your respective Assistant County Manager. Thank you for your usual cooperation.

SS/atb
