

Adequate Search

This is an example of a specific tip sheet used by a city for locating building/planning permitting records. Adapt this tip sheet for the specific types of records requested from your agency.

SEARCH STEPS FOR REQUESTS FOR RECORDS REGARDING PROPERTIES

- **Collect records regarding the property in the archives**

Archived building and land use permitting records for all city properties have been scanned into the city's electronic document management system (SIRE Technologies/Hyland).

The Public Records Officer (PRO) conducts a search in SIRE for all permit records connected to the property.

- **Review and collect building and land use permit records (TRAK-IT)**

The city has a permit tracking program for all building permits, land use permits, and code compliance. The PRO searches the property address for all active or recently finalized permits as well as current code compliance actions that may not have been scanned and entered into SIRE yet. If there are, the PRO then contacts staff to help find the permit files (paper and electronic). In addition, there are documents that are attached to the permits in the system. The PRO exports and saves the records electronically.

- **Electronic files (Share Drive)**

Many building permit applications are submitted to the city electronically. The city has designated folders on the Share drive where staff can look for files regarding a permit/property. In addition, staff create electronic records as land use permits are processed. These files are also saved in a designated folder system on the Share drive so all staff can access the records. The PRO also looks for any records regarding code compliance requests. *(Note: all of the records that need to be retained once these permits have been finalized are moved to SIRE.)*

- **Email**

The PRO works with staff to determine search terms and dates for specific records requests about properties. Terms could include:

- 4 digit address
- permit number(s)
- parcel number (with and without hyphen after first 6 digits)

Adequate Search

- property owner(s) names and email address(es)
- former property owner(s) name and email address(es)
- contractor name(s) and email address(es)
- architect name(s) and email address(es)
- engineer name(s) and email address(es)
- any other defining term
- any other spellings or common misspellings of names or terms

SAMPLE