



## DEVELOPMENT SERVICES DEPARTMENT PROPOSED POLICY

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<b>POLICY NAME:</b>	Identification Required for Records Check-out		
<b>DIVISION/SECTION:</b>	CFT	<b>CONTACT:</b>	Glenn
<b>POLICY TYPE:</b>	Internal and External	<b>EMERGENCY?</b>	Yes

**PURPOSE:**

To protect against loss of DSD records when microfiche and paper documents are checked-out to customers for research.

**PROPOSED POLICY:**

Verification of the requestor's name, date of birth, and address shall be required prior to DSD records (microfiche and paper documents) being released to an external (non-DSD) customer.

**DIRECTOR APPROVAL**

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Ernie Duarte, Director

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date

CFT use only		Date Submitted:	July 1, 2008
EMT Date:	July 10, 2008	Posting Date:	
DSD Policy Number:	2008-17(E)	Effective Date:	