

City of Tucson
Department of Transportation – Engineering Division
MAPS & RECORDS SECTION

General Bulletin No. 8-1552-001

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REPRODUCTION SERVICES

1. PERSONS – (general public, consultants, agents, or firms) requesting copies of microfilm, blueline prints, inkjet plots or Xerox prints will complete a “Request for Public Records” form. For payment procedure see No. 5, Cash Payments.
2. CITY DEPARTMENTS – “Request for Public Records” form shall be accompanied by the proper Departmental Fund Account Charge Number. Charges will be made to user Departments on a monthly billing report.
3. CONSULTANTS UNDER CONTRACT – to the City of Tucson may obtain any necessary prints they deem necessary in the execution of their contract free of charge. However, any prints made for the consultant shall be charged to the specific project. It shall be the consultant’s responsibility to furnish the proper funding account number to Engineering Maps and Records Section. If no number is furnished, prints will be paid by the consultant in accordance with the Fee Schedule.
4. CHARGE ACCOUNTS – may be opened by consulting firms and be billed monthly by the Accounting Division. A monthly charge report shall be made to the Accounting Division reflecting charges to be made against accounts maintained for various consultants, departments, and divisions (for charges see No. 6, Fee Schedule).
5. CASH PAYMENTS – Engineering Maps & Records “customers” will either call-in or will walk-in requesting copies of certain records. If a “call-in” the person will be directed to come to the City/County Public Works Center, pay the cashier on the 1st floor, and obtain a cash register slip using the account number 001-121-8612.

If the customer “walks-in” they will be given a “Request for Public Record” form showing the account number 001-121-8612, and the total cost for printing.

The customer will then be directed to pay the cashier on the 1st floor (using the “Request for Public Record form) and obtain a cash register slip while the materials are being printed. The customer will then return to Maps & Records and present the cash register slip and the Request for Public Records form. The customer will sign the “received line” on the Request for Public Record form and retain the white copy and the cash register slip. The Maps & Records Section will retain the yellow copy of the Request for Public Record form for a period of two years (for charges see No. 6, Fee Schedule).

6. FEE SCHEDULE*

<u>Print Size</u>	<u>Xerographic Bond or Ozalid</u>	<u>Inkjet Plots</u>
8 ½ x 11 (1 st three are free after the 4 th we charge)	.25 ea	1.25
8 ½ x 14 (1 st three are free after the 4 th we charge)	.25 ea	
11 x 17	1.00 ea	2.00
18 x 24	2.00 ea	4.00
22 x 40	3.00 ea	
24 x 36	3.00 ea	6.00
30 x 34	4.00 ea	8.00
30 x 42	4.50 ea	10.00
Roll Stock	.50 sq. ft.	
Microfilm Print (18" x 24")	3.00	
City Map	12.00	

*- ON CASH ORDERS, MINIMUM CHARGE OF \$1.00

7. SPECIFICATION MANUALS & CD'S

Pima County/City of Tucson Standard Specifications (NOTE: Manuals are available on-line www.dot.co.pima.az.us)	35.00
Pima County/City of Tucson Standard Details (NOTE: Manuals are available on-line www.dot.co.pima.az.us)	15.00
City of Tucson Standards Manual for Drainage Design	50.00
DHPS CD \$5.00 PER CD, \$2.00 per image (Digital Hardcopy production System)	

**GENERAL PRINTING FOR THE PUBLIC
SHALL BE RELATIVE TO CITY PLANS AND MAPS ON FILE IN MAPS &
RECORDS, 3RD FLOOR-NW, COUNTY/CITY PUBLIC WORKS CENTER, 201
NORTH STONE.**

JE/sb

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