



PROCEDURES TO VIEW PAPER PLANS

TO: THE PUBLIC

FROM: TERENCE FARRELL

DATE: September 13, 2007

RE: PROCEDURES TO VIEW PAPER PLANS

If you would like to view our paper copies of recorded plans, you must do the following:

1. Sign out the plan on the Sign-out Sheet that staff will provide.
Complete all information requested, including Plan Number.
2. Show the staff your photo ID – driver's license, student ID, etc.
3. If you don't have photo ID with you, we require a \$20.00 deposit.
The deposit will be returned to you when you return the plan.
4. If you do not produce valid photo ID or the \$20.00 deposit, you may not view the paper plans.
5. When you are finished with the plan, return it to the staff and sign it back in. **Plans may not be removed from the Research Library.**

You may also view the plans on our public computers and from our Internet site.

We are making these changes to our procedures to ensure the integrity of our records.

Thank you and should you have further questions, please e-mail us at

RodInfo@chesco.org.