



PLANNING AND DEVELOPMENT DEPARTMENT

DATE: January 28, 2003

TO: STAFF MEMBERS
Department of Housing and Economic Development
Public Works Department

FROM: NICK YOVINO, Director
Planning and Development Department

SUBJECT: PLANNING AND DEVELOPMENT DEPARTMENT ENTITLEMENT FILES

In an effort to ensure the safe-keeping of, in some cases, the only historic records retained for specific parcels, effective immediately all Entitlement Files located in the Planning and Development Department's Records Section **may be checked out for review and/or copies of documents within the file may be made**; however, entitlement files may not leave the Planning and Development Department area.

If you have any questions, please contact Rayburn Beach at X8277.

Thank you in advance for your cooperation.

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c: Staff, Admin. Div/Records Section