

	<p align="center">City of Casa Grande Development Center Policies & Procedures Staff Information ONLY</p>	<p>Effective Date: February 2, 2015</p>
	<p>Title:</p> <p align="center">Attaching Digital Files and Scanning Smaller Projects into OptiView</p>	<p>Date Reviewed: February 2, 2015</p>
		<p>Department of Primary Responsibility: Building Safety</p>
		<p>Policy Number: B – GP – 006 - 2015</p>

Document Management is a very important part of the Development Center’s responsibilities. Arizona Law, City Ordinances and the Building Codes all require a certain level of documentation for the various construction projects that are permitted in the City. Part of this management is retrieving the documents when needed for plan review, research or answering questions about a project.

With the implementation of OptiView managing documents has become both easier and more complicated. When the City only had paper files there was one folder that the documents for a project went into while plans were stored separately.

With the use of digital files and OptiView document retention and retrieval is easier, if documents are stored in OptiView during permit initialization.

Digital documents shall be copied into OptiView during permit input so they are available for the various reviewers and inspectors.

Smaller paper drawings should be scanned and attached into OptiView as part of the initialization process. If the customer workload does not allow for immediate scanning these permits shall be scanned by close of business the next day.