



City of Peoria

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COPYRIGHT AND PUBLIC RECORDS POLICY

Engineering or architectural plans, reports, or studies (“plans”) received by the City that are protected by federal copyright law and/or are sealed by a professional are the intellectual property of the submitting engineer, architect, or company.

1. The City will allow a Public Records Requester to view submitted plans. A member of staff must be present when this occurs. A requester cannot copy or photograph the plans, unless in compliance with paragraph 2.
2. If a plan is copyrighted, sealed by a licensed engineer or architect, or copyrighted and sealed:
 - a. If the plan shows as-built public infrastructure, the City will provide a copy of the plan in response to a Public Records Request.
 - b. If the plan does not show as-built public infrastructure, the City will not provide a copy of the plan in response to a Public Records Request unless the Requester provides written approval to do so from the engineer, architect, or copyright-holder. The written approval must include an original signature (not a copy) and it must contain an original seal or be notarized.
3. All other plans not addressed in paragraph 2 will be reviewed under the City’s general Public Records Request procedures.