

## Michelle Walsh

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**From:** Maggie Nixon <[mnixon@ordrmail.com](mailto:mnixon@ordrmail.com)>  
**Sent:** Monday, May 22, 2017 4:08 PM  
**To:** Michelle Walsh  
**Subject:** Public Records Request - Building Permits

Good afternoon Michelle,

We just spoke on the phone. My name is Maggie Nixon with ORDR (Open Records Data Retrieval). I am writing today to submit a request for public records. More specifically, I'm looking for a copy of electronic records (nothing scanned or printed) containing all residential and commercial building and sub/trade (mechanical, electrical, plumbing, HVAC, etc.) permits issued from January 1, 1990—*or as far back as electronically available*—to present.

The information I am seeking from Saint Bernard Parish, LA would include, but is not limited to: permit number, issue date, location, permit type, status and a description of the work done as well as contractor details and valuations.

Many times a permit management software system is used to issue and track permits. Often these systems have generic reports such as Permit History Report, Permit Activity Log, Permit Issued Report, etc. that would contain this information. Other times, IT departments are capable of extracting and exporting this information from the database in use. The file types we generally look for are .txt, .csv, .xls, .pdf, etc.

If there are any fees associated with this request for electronic information, please provide a detailed invoice before providing any records. Please let me know if have any questions as well, or if there is someone else I can contact for this information. I thank you in advance for your help and look forward to hearing back at your earliest convenience.

Best,

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Maggie Nixon  
Data Specialist  
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