

## **Guidelines for Public Information Requests**

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The Yavapai County Community College District (YC) is a political subdivision of the State of Arizona. As such, YC must follow statutory requirements similar to other Arizona government agencies, including Arizona's laws governing access to public records of YC. A public record entails any record, either paper or electronic, made by a public officer (including members of the Governing Board, faculty, staff and administrators) and kept as a memorial of an official transaction.

The College President has the centralized primary responsibility for providing access to public information requests. He/she will delegate the necessary authority and responsibility to the appropriate person related to the request. The applicable Administrator, in cooperation with appropriate staff, will insure that all such college records are accessible in accordance with College policy as herein stated.

### **Public Information Request**

Requestors have a right to most records that are already maintained and available in the format in which they are kept.

Arizona's Public Record Law does not require YC to:

1. Obtain a new record, OR
2. Create new report formats, OR
3. Convert a record to a different medium or format

All official reports and documents that are not exempt from disclosure will be made available for public access for inspection and copying upon a written request that reasonably describes an identifiable record or records.

Most information is considered public record and is subject to disclosure with three broad exceptions:

1. Confidentiality – Disclosure is not required where prohibited by statute, court rule or court order (e.g., social security numbers, students' education records, etc.)
2. Personal privacy – Some records or information need not be disclosed due to an individual's privacy rights (e.g., home address, telephone numbers, racial background, age, etc).
3. "Best interest" – Disclosure may not be required if release of the record is not in the best interest of the state or of YC (e.g., release would inhibit public safety efforts or place YC at a competitive disadvantage).

### **Non-Commercial Purposes**

The only charge for records for non-commercial purposes is the cost of reproduction. YC does not charge for the cost of searching for the information nor the retrieval from off-site storage.

Reproduction costs include:

1. Cost of paper and other related media
2. Cost of the machinery to do the reproduction

### 3. Cost of employee time to do the reproduction

The standard document copying charge is \$.25 per sheet for 8.5" x 11", black and white copies and \$1.00 per page for a fax. If records are to be mailed, the cost of postage will also be paid by the requestor. Payment must be received before copies or faxes will be released.

#### Commercial Purposes

YC is not obligated to perform custom programming or extraction, but may choose to do so.

YC must collect information about the request because control is lost over that information once it is released.

Requests for information for commercial purposes have four costing options (one or more may apply):

1. Cost of reproduction
2. Cost of searching (includes retrieval from off-site storage)
3. Cost of record maintenance
4. Percent of fair market value.

#### Requests for YC Information

The Public Information Request Form (see below) should be completed by a requestor before the record is released, unless the requestor has already provided all the information in writing.

Email requests are acceptable.

Please submit completed form to the President's Office. The address is:

Yavapai College, President's Office  
1100 E. Sheldon Street  
Prescott, AZ 86301

Certain requests for routine information should be submitted to individual offices. These include (1) requests by an employee for personnel information maintained by the Human Resources Department in the employee's own file, and (2) requests for police reports maintained by the YC Police Department.

