

## Guidelines for Public Records 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 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 records requests and will delegate the necessary authority and responsibility to the appropriate person related to the request. The applicable administrator and staff will insure that all such college records are accessible in accordance with College policy.

### Exempt Information

Most documentation is considered a 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).

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

### Non-Commercial Purposes

The only charge for records for non-commercial purposes is the cost of reproduction, if paper copies are requested. 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

Requests for documents for commercial purposes have four costing parameters (one or more may apply):

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

## Requests for YC Public Records Form

Upon written request describing an identifiable record or records, all non-exempt official records will be made available for public inspection and copying.

The Request for Public Records Form (next page) should be completed to expedite the release of the requested record. Submit the completed form to the President's Office via U.S. mail or by email to one of the following:

1. By U.S. mail to:

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

2. By email to the President's Executive Assistant (email address can be found at <https://www.yc.edu/v5content/office-of-the-president>)



# REQUEST FOR PUBLIC RECORDS

**Contact Information:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone Number(s): \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Public Records Requested:****Please Check One of the Following Delivery Methods:**

- Receive the public record(s) via the email address listed above at no cost.
- View the public record(s) at Yavapai College at no cost.
- Purchase copies of the public records.\*

\*If Option 3 selected, Yavapai College will contact you with the amount to pay. Paper copies are \$.25 per page. The fax charge is \$1.00 per page. Mailed documents are subject to postage fees. Requests for special reports or for commercial use will be assessed an appropriate value. Make checks payable to *Yavapai College*. Records release is subject to check clearance.

Indicate whether you are requesting the public records for a commercial or non-commercial purpose.

Commercial                      Non-Commercial

**Commercial Purpose**

*\*\*ARS §39-121.03D-For the purposes of this section, "commercial purpose" means the use of a public record for the purpose of sale or resale or for the purpose of producing a document containing all or part of the copy, printout or photograph for sale or the obtaining of names and addresses from public records for the purpose of solicitation or the sale of names and addresses to another for the purpose of solicitation or for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of the public record. Commercial purpose does not mean the use of a public record as evidence or as research for evidence in an action in any judicial or quasi-judicial body.*

**Commercial Purpose Statement**

Sworn (or affirmed) to before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
 Notary's Signature

My commission expires: \_\_\_\_\_

**For Internal Use Only**

Date Received \_\_\_\_\_ Request Received By \_\_\_\_\_

Div./Department Providing Record \_\_\_\_\_ Date Completed: \_\_\_\_\_

Payment Method: Check # \_\_\_\_\_ Money Order \_\_\_\_\_ Cash \_\_\_\_\_ # of Pages \_\_\_\_\_ Total Amount \$ \_\_\_\_\_