Yavapai
COLLEGE

Guidelines for Public Records Requests

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 Yvonne.Sandoval@yc.edu

Yavapai COLLEGE

Public Record Request Form

Name: _____ **Date:** _____ **Phone:** _____

Representing: _____ **Email:** _____

Mailing Address: _____

Public Record(s) Requested: *Please be specific as possible.* Because of the diffuse of nature of some College records, we cannot accept broad requests for "all records" or similar language. Making your request specific will also enable us to locate it as quickly as possible. (Continue on a separate sheet if necessary, or attach a letter with your request).

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General Information: Public record requests must be presented first to the Office of the President. Please email the completed form to Yvonne.Sandoval@YC.edu. For questions call (928) 776-2307.

College records may not be removed from the department where such records are permanently stored. Because the primary mission of the College is education, not record-keeping or document production, it *may take some time to research your request and locate the documentation.* Requests make take longer to process if redactions are needed or when records must be collected from multiple sources or archived files.

Please check one of the following:

☐ View the public record(s) at College at no cost. ☐ Purchase digital/paper copies of the public record(s) - $0.25/per page.
In accordance with A.R.S. §39-121.01(D)(1) the College will charge for copies of public records.

Indicate whether you are using the public record for a commercial or non-commercial purpose.
☐ Client Representation ☐ Commercial* ☐ Media ☐ Personal.

Commercial Purpose
*ARS §39-121.03D—Commercial purpose includes any 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 to another for the purpose of solicitation or for any purpose where the purchaser can reasonably anticipate the receipt of monetary gain from direct or indirect use of the record. When a person requests copies of public records for commercial purposes, a statement setting forth the commercial purpose for which the copies will be used must be provided.

Commercial Purpose Statement

Notary verification is required only for commercial purposes.

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

_____ Commission expires: _____
Notary's Signature

Total Number of Pages: _____ **Total** $_____ **Method of Payment:** ☐ Check payable to 'Yavapai College' **Check**

Number: _____ (*Information release is subject to check clearance*.) ☐ Cash ☐ Credit Card ☐ No Fee

For YC Use Only ☐ Approved ☐ Not Approved **Paid** $_____ **Paid Date** _____

Please Note: YC requires that a reasonable amount of time be allowed for responding to any request to copy or inspect records. YC may require additional time to process more difficult requests and if so, an estimated time frame will be provided to the requestor.