

Procedure © 3-402.A Records - Disclosure of Public Records

Any person is entitled to inspect (during regular office hours) public records in the custody of the District or to be furnished copies, printouts, or photographs of any public record, subject to applicable legal requirements and payment of relevant costs.

To submit a public records request, the requesting party may send the request in the District form provided or by e-mail and shall include as much detail as possible, such as the date range of the request, what specific public record or information is being requested, and any other supporting details to assist with identifying the requested records. Pursuant to [A.R.S. § 39-121.03](#), the requesting party must indicate whether the request is for a commercial purpose.

The District shall provide the name, telephone number and email address of an employee or department that is authorized to respond to public records requests. This information shall be posted on the District's website. Pursuant to [A.R.S. § 39-171](#), the District shall acknowledge receipt of a public records request within five (5) business days if a receipt is not generated through a centralized online portal.

After a request is made, and before the records are produced, the custodian of the records must determine whether:

1. the documents requested are public records;
2. any authorized grounds exist for denying public inspection; and
3. a charge should be imposed.

The District shall respond to all requests within a reasonable period of time in a manner that does not cause disruption to the District. What is a reasonable time and manner must in all cases be a factual determination depending upon the volume of the request, the accessibility of the material, and the amount of review/redaction required.

Once the records are ready:

1. Records will be available for inspection or copying only during regular working/business hours Monday through Friday.
2. The requester will be provided adequate space to inspect public records or information at no cost.
3. If a copy charge is assessed, the requester will pay in full prior to receiving material.
4. The requesting party may ask the District to mail records that are not available on the District's website after payment in advance for any copying and posting charges.

Public Records Request for a Commercial Purpose

“Commercial purpose” means the use of a public record for the purpose of sale, resale or solicitation as defined in [A.R.S. § 39-121.03](#).

Pursuant to [A.R.S. § 39-121.01](#) and [A.R.S. § 39-121.03](#), a requesting party who requests records for a commercial purpose must provide a statement that explains the intended use.

Upon receipt of a request for records to be used for a commercial purpose, the District may include the following charges:

1. a portion of the cost for obtaining the original or copies of the documents, printouts, or photographs;
2. a reasonable fee for the cost of time, materials, equipment, and personnel in producing such reproduction; and
3. the value of the reproduction on the commercial market as best determined by the District.

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Valley Academy for Career and Technology Education (VACTE)