

Title :	Public Records	
Number :		2040.00
Approved :		10/21/21
Reference :	A.R.S. §§39-101 through 121	

The College President or personnel designated by the College President is authorized to manage the public records of the District and establish procedures for the preservation, retention, reproduction and/or destruction of those records, including student records, in compliance with federal and state statutes.

Employees of Eastern Arizona College (EAC) should presume that all records that they produce, as well as communications and attachments sent or received electronically in the performance of duties relating to EAC (whether through an EAC technology resource or other technology resource) are public records. Public records of the College will be open for inspection by any person, in accordance with Arizona law.

The Arizona State Library, Archives and Public Records places the responsibility to manage public records in compliance with the law on the individual employee. It does not matter whether the record is in paper or electronic form. The responsibility is on the same – on the individual.

Where a record is only in electronic form and resides within EAC’s technology resources, an electronic record that an employee deletes may still be retained through the normal operation of those resources. However, the law as interpreted by the Arizona State Library, Archives and Public Records does not place primary responsibility for retention of those records on EAC technology resources. The employee has primary responsibility for managing their own electronic records.

It is a violation of this policy for an employee to delete or alter an electronic public record in violation of public records retention requirements, or in anticipation of receiving or after receipt of a public records request, subpoena, a request for records as part of an EAC grievance, investigation or review, or other lawful request for the record.

