

Title	: Public Records Requests	
Number	:	2040.01
Approved	:	10/21/21
Reference	: A.R.S. §39-121 through §39-121.03; GCCCD 2040.00	

The Graham County Community College District dba Eastern Arizona College (EAC or the College) is subject to the State’s broad public records law, obligating it to produce records under a public records request. If you use a personal device for any work-related reason, that device may subject to a public records request search. Any personal record created or stored on a College technology resource is also discoverable.

Public records of the College will be open for inspection by any person, in accordance with Arizona law. Requests for access to records shall be directed to the College’s Director of Enterprise Risk Management or other personnel designated by the College President to handle such requests. The Director of Enterprise Risk Management shall promptly permit access to or provide copies of the records requested, or will work with other personnel designated to handle the request to determine a reasonable date by which the search and copying of documents should be complete, based on criteria such as the size and scope of the request and the availability of staff to conduct those activities. However, it is the policy of EAC to proceed with due diligence to accommodate requests as quickly as circumstances permit and, in the case of public records requests, subpoenas, warrants and discovery documents, to comply with the time standards specified in the law, by law enforcement, by judicial order, or by rules of court.

All persons requesting inspection and/or copying of public records must indicate whether the records will be used for a “commercial purpose” as prescribed by Arizona law. If records will be used for a commercial purpose, the requestor must provide the College with a statement indicating the purpose for which the records will be used. Requesters need not complete a records request form to obtain records.

Requirements of access and inspection apply only to existing records and do not require creation of new records. Public inspection of a record that otherwise would be a public record may be denied for the reasons allowed by Arizona law. If a public record contains material that is not subject to disclosure, the College will redact such confidential information prior to disclosure. If the records requested are available on the College’s website, the College may respond by directing the requester to the website.

The College will charge a per page fee of 30 cents for copies of records that will not be used for a commercial purpose under Arizona law. The fee will be collected prior to releasing material, in addition to any fees for postage. If records are provided electronically, and no physical copies of records are made, the College will not charge a fee, provided that such records were already available in electronic format and did not need to be scanned or otherwise printed in connection with the request. The Director of Enterprise Risk Management or the College President may waive any fee for copies at their discretion.

The College will charge a different fee for records that will be used for a commercial purpose under Arizona law. That fee shall be comprised of 1) a portion of the cost for the College to locate and compile the records requested; 2) a reasonable fee for the cost of time, materials, equipment and personnel in copying the records requested; and 3) the commercial value of the requested information as best determined by the College.

