

Sunburst Farms Irrigation District

Public Records Request - Guidelines

Sunburst Farms Irrigation District (the “District”) strives to provide transparency in its operations while also balancing the privacy interests of its landowners and the best interests of the District.

These guidelines are based on the Arizona Public Records Law (A.R.S. § 39-101 *et seq.*) and the Arizona Public Records Law handbook. The following guidelines are to be used by the public in submitting a Public Records Request (“Request”) to the District and by the District in evaluating and responding to such Requests. These guidelines are an attempt to provide citizens an understanding of how the District will apply the law. When there is a discrepancy between these guidelines and the law, the law will prevail.

Public records includes those records defined in A.R.S. § 41-1350.

All Public Records Requests must be submitted in writing to the District via electronic mail, hand delivery during normal working hours, or carrier mail. Requesters may use the form provided in Exhibit A, or other communication providing the same information. The use of the attached form is encouraged to support a consistent process at the District office. Upon receipt of the request by the District, the District’s custodian of record will enter on the request the date and time it was received, and will then review the Request.

The custodian of record will review the Request to ensure that it is clear what document(s) are requested. If it is unclear which document(s) are requested, the custodian of record will check the appropriate line on the Response Letter attached hereto as Exhibit B and return the Request with the letter.

If the Request is clear, the custodian of record will review the Request to determine if portions of document(s) need to be redacted to protect confidential information. In addition, the custodian of record will determine if the document(s) contain information that is not capable of public dissemination because it is confidential by statute, involves the privacy interests of persons or disclosure would be detrimental to the best interests of the District. If, in the judgment of the custodian of record or the Secretary of the Board, the Request seeks a record or records which may not be in the best interests of the District to provide, the Request shall be submitted to the President of the Board for further evaluation by the Board and/or the District’s legal counsel, prior to sending the requestor a Response Letter. If the document(s) must be redacted or the Request denied because of the reasons stated above, the Response Letter so indicating will be mailed to the requester.

If the Request is approved, the Response Letter will state that the copy of the Document(s) will be mailed to the requestor upon receipt of a check for copying and/or postage costs, or can be picked up if requested. The Response Letter shall also specify the amount due and payable by check to the District. The amount due shall be at such rates as are established by the Board from time to time.

The office manager will present the Response Letter, with the original Request, and a copy of this page to the custodian of records for review and approval. Upon approval, the Response Letter will be mailed to the requestor.

Exhibit A

Public Records Request

1. Use this form to request a public record from the Sunburst Farms Irrigation District under Arizona Revised Statutes Title 39, Chapter 1, Article 2
2. To assist in processing your request, please be specific and identify the document or record you are requesting by name, or by other clear and distinguishing characteristics. If the request is too general, and not sufficiently specific, your request will be returned.
3. Records or parts of some records may not be subject to public dissemination under Arizona law. You will be notified if the releasing of the record is restricted, or if parts of the record requested will be redacted.
4. If a record is available for dissemination you will receive a letter advising when the record will be available and what the fee will be (which must be paid at the time the record is provided).
5. We will make every effort to assist you with your request.

Mail or deliver to:

Sunburst Farms Irrigation District
Attention: Custodian of Record
16040 N. 43rd Avenue
Glendale, AZ 85306
office@sbfidphx.com

DO NOT WRITE IN THIS SPACE

Received by District (Initials) _____
Date & Time Received: _____
Initial review performed by: _____
Request approved by: _____
Response Letter mailed: _____ Date: _____
Payment recd: Date _____ Amount: \$ _____
Record mailed or picked up: _____
Invoice Date: _____ Invoice # _____

The undersigned hereby makes this request for a copy of the following record or document of the Sunburst Farms Irrigation District. It is my belief that the record or document is a Public Record. I affirm that the copy of the record or document will be used solely for the purpose stated below, and will not be used directly or indirectly for a different purpose other than expressed on this form. I understand that I will be advised of the copying and/or postage fees associated with my request, and I agree to pay such amount prior to the copy of the public record being provided.

Name or Description of Record or Document: _____

Approximate date(s) the Record or Document was created: _____

Name(s) of person(s) if any, on the Record or Document: _____

The requested Record or Document ____ will / ____ will not be used for commercial purposes.

____ Mail the Record or Document to me / ____ Contact me to pick up the Record or Document.

Signature

Date

Name

Phone Number

Email address

Address

City, State & Zip Code

Exhibit B

Public Records Request – Response Letter

Date: _____

To: _____
Name

Address

City, State, Zip Code

To whom it may concern:

Your Public Records request to Sunburst Farms Irrigation District dated _____ has been received and reviewed. The request has been:

- ___ Approved for copying of the Public Record in its original form
- ___ Approved, subject to redaction due to non-public information (personal information, etc.)
- ___ Denied because the request involves confidential documents, the privacy interests of persons or would be detrimental to the best interests of the District
- ___ Returned because insufficient information was provided to identify the document(s) sought
- ___ Records do not exist
- ___ The Public Record, if Approved (above), will be mailed to your address upon receipt of your check* in the amount of \$ _____ - for copying and/or postage costs, or
- ___ If you had requested, you may pick up the Record on or after _____, upon payment of \$ _____ for copying costs.

* Please make your check payable to Sunburst Farms Irrigation District, and include a copy of this letter with your check. Both should be mailed to:

Sunburst Farms Irrigation District
16040 N. 43rd Avenue
Glendale, AZ 85306

Thank you.

Sunburst Farms Irrigation District

By: _____
Signature/Custodian of Records

Name