

Public Access to Public Records Policy

WIFA Policy #: I.16

Purpose:

To provide guidance to WIFA board and staff on how to respond to requests for public records.

This policy recognizes the public has the right to access public records based on Arizona law that should be addressed in a manner consistent with WIFA's borrower/client focus and customer service values. The policy recognizes there are legitimate reasons based in law for not disclosing certain records. Public access to records must occur in an orderly manner that assures the security of the records.

Policy:

Section 1: Public Records Policy

Public records are defined as all records reasonably necessary or appropriate to maintain an accurate knowledge of the official activities of WIFA. Public records include all documents and information in any media format, including written or electronic.

The general policy of WIFA with respect to access to public records is one of open disclosure. All public records that are not confidential shall be made available reasonably and expeditiously to the public for inspection and copying. WIFA uses ADEQ's Records Room and utilizes their procedures.

Section 2: Responsibility

This policy applies to all WIFA employees and members of the board of directors. Supervisors are responsible to ensure all employees under their supervision follow these policies and related procedures.

Responsibility: Executive Director

Statutory Reference: A.R.S. Title 39 (Public Records Law)

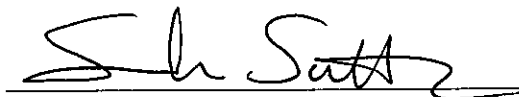
Rule Reference: N/A; Arizona Agency Handbook, 2001

Original Issue Date: April 21, 2004

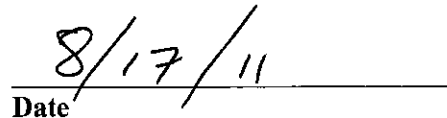
Previous Amendment Date(s): N/A

Most Recent Amendment Date: August 17, 2011 (*Replaces All Previous Versions*)

Approval:



Executive Director



Date