

VALLEY SCHOOLS MANAGEMENT GROUP

REQUESTS FOR PUBLIC RECORDS SUBMISSION AND RESPONSE POLICY

Statement of Purpose

This policy is created to ensure consistency, accuracy, and promptness in responding to requests for public records in accordance with Arizona's Public Records Law, A.R.S. § 39-121, *et seq.*

Applicability

This policy applies to all public records requests submitted to Valley Schools Management Group ("VSMG") and/or the Trusts/Pool that it administrates and/or manages.

Submission of Public Records Requests

1. Public records requests must be submitted in writing.
2. Public records requests shall not be accepted telephonically.
3. Public records requests may be submitted via regular mail, electronic mail, or facsimile. Public records requests shall not be accepted by hand-delivery. Contact information is set forth below.

U.S. Mail: Valley Schools Management Group
Attn: Public Records Requests
P.O. Box 41760
Phoenix, AZ 85080-1760

Electronic Mail: publicrecords@vsit.org

Facsimile: (623) 594-4376

Responding to Public Records Requests

1. In accordance with Arizona's Public Records Law, VSMG and/or any Trust/Pool it administrates and/or manages, will respond to public records requests within a reasonable amount of time. Whenever possible, the goal of VSMG is to respond to public records requests within 30 days.
2. VSMG may charge a reasonable fee for copies/Public Records.

3. Upon receipt of a public records request, VSMG will provide a written acknowledgment to the requestor.
4. Any issues regarding public records requests shall be reported to the Chairman/CEO/Administrator for resolution.