

Appendix AS-13: Request for Access to Electronic Records

The Maricopa County Community College District (MCCCD) is subject to the State’s broad public records law, obligating it to produce records under a public records request and to retain those records in a consistent manner throughout MCCCD. The authority to manage MCCCD public records is centralized in the Manager of the Office of Public Stewardship (Manager). This authority extends to responding to or overseeing the response to public records requests in compliance with State law and establishing standards for the retention, retrieval, disclosure and disposal of public records

Note: When completed, this form should be sent to the Manager, Office of Public Stewardship.

Overview	As described in Administrative Regulation <u>4.15 – Retrieval, Disclosure and Retention of Records</u> , there are circumstances when access to electronic records may be requested by internal Maricopa entities. This document should be used to make a formal request for this access.
Requester	College President, Vice Chancellor, Chancellor, or Designee
Request Type	Specify if the request is Investigative or Operational.
Search Subject	Specify the individual(s) who are the subject of the search.
Justification	Please describe the justification for the request. Per the regulation, justification may include a subpoena, warrant, or judicial order from valid external entities. Requests may involve a public records request, an internal investigation by an appropriate college or district designee such as internal audit, human resources or public safety, or for operational purposes when a party is on vacation and access to records is needed.
Parameters	Specify detailed parameters for the search
Topic/Keywords	
Dates	
Approval Section	
Request Approved by:	
Retrieval to be Performed by:	

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