

Participant Acknowledgment to Public Records Request

Arizona law requires all officers and public bodies to maintain records reasonably necessary to provide an accurate accounting of their official activities and of any government funded activities.

An officer is any person elected or appointed to hold office of a public body, in this case the _____ Human Rights Committee. Public bodies include the human rights committees thereof.

Records are defined as papers or other documentary materials regardless of physical form or characteristics, made or received by an governmental agency in pursuance of law or in connection with the transaction of public business and preserved by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of government.

Please know that every citizen in Arizona has the right to access public records upon request at any given time. Public agencies are required to promptly furnish the requested information. This information would then include disclosure of meeting minutes that would in turn include full names of all members on the committee and their levels of expertise.

From time to time it may be necessary for us to make disclosures due to a public records request, of your information in connection with your participation on the _____ Human Rights Committee.

Please sign this form below to acknowledge that you have read, acknowledged and consent with the information above.

Participant or Parent/Guardian Signature

Participant Name (Please Print)

Date

For Office use only

Participant Refused to Sign

The following circumstances prohibited the participant from signing the Acknowledgement.

Office Personnel Signature & printed name

Date