



CLIENT ALERT

OSBORN MALEDON

New Public Records Requirements

During the past legislative session, a new statute was added to Arizona's Public Records Law – A.R.S. § 39-171. That section, which is effective on September 24, added two new requirements to the Law. You should prepare now to comply with both of them.

1. **Authorized Employee Information.** You must post the name, telephone number, and email address of an employee who is authorized to accept public records requests on your behalf on your website.
 2. **Acknowledge the Request.** You must acknowledge receipt of a public records request within 5 business days. This does not mean that you have to provide the documents requested within 5 business days, but simply that you inform the individual making the request that you have received it and will respond. If you have an online public records request submission portal that automatically acknowledges the receipt of a request, then that automatic acknowledgement satisfies this requirement.
- Here is some language to consider for your acknowledgement:
 - “Thank you for your [DATE] public records request. We have received the request and will respond promptly, as required by law.”
 - You should keep proof of your acknowledgment in case your compliance with this requirement is challenged.

Let us know if you have any questions about these new requirements or any other public records law issues.

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