

 <p>ARIZONA DEPARTMENT OF CORRECTIONS</p> <p>DEPARTMENT ORDER MANUAL</p>	<p>CHAPTER: 200</p> <p>PUBLIC/PUBLIC ACCESS</p>	<p>OPR:</p> <p>DIR</p>
	<p>DEPARTMENT ORDER: 201</p> <p>LEGAL SERVICES - INFORMATION RELEASE</p>	<p>SUPERSEDES:</p> <p>DO 201 (06/18/08)</p>
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PURPOSE

This Department Order establishes guidelines for promptly allowing the public access to information, including procedures for charging for copies, restricted only by the need to conserve resources and protect privacy and confidentiality. Procedures for a coordinated response to news media representatives' inquiries through the Media Relations Office are outlined in Department Order #207, Media Relations. Procedures for providing information to the news media, the Governor's office and members of the Legislature during significant events may also be found in Department Order 207.

SECTION DELETED.

RESPONSIBILITY

Public Access, under the supervision of the General Counsel, shall have the day to day responsibility of responding to all non-media requests for public records. The Public Access Unit shall provide:

- Responses to requests for information pertaining to individual inmates incarcerated in the Department and for information pertaining to offenders under community supervision.
- Responses to requests for information pertaining to inmate programs, including Counseling and Treatment, Religious and Volunteer Services, and information concerning inmate classification, inmate medical and mental health issues and inmate time computations and releases.
- Responses to requests for financial and budgetary information, requests pertaining to construction matters and pertaining to prison population and population projections; aggregate information concerning personnel, training, and staff development; and aggregate information concerning inmates and previous inmates.

Any staff member receiving an official request for public records pursuant to A.R.S. 39-121.01, shall forward the request to the Public Access section of the Legal Services Unit. Should any questions arise regarding the nature of the public records request, including but not limited to, whether the request is to be handled by legal services or instead forwarded to the media division, the employee receiving the request shall contact the General Counsel or designee for clarification.

APPLICABILITY

This Department Order is applicable whenever any staff member, including contract beds employees, acting in an official capacity, makes contact with any member of the public or non-media organization pertaining to Department-related issues through the appropriate Department employee for information related to:

- Access to information pertaining to a specific inmate, see Department Order #901, Inmate Records Information and Court Action.
- Inmate medical records/information, see Department Order #1104, Inmate Medical Records.
- Legislative requests for information, see Department Order #110, Legislative Activities.

- The response to all information regarding legal matters and compliance with subpoenas, see Department Order #107, Legal Assistance.
- Requests for information about employees, see Department Order #507, Employee Record System.
- Inmate hospitalization and death notifications, see Department Order #711, Notification Of Inmate Hospitalization or Death.

PROCEDURES

201.01 CONFIDENTIAL PUBLIC RECORDS

- 1.1 As a public agency, all Department records are public and are subject to disclosure.
- 1.2 Department records that fall into one or more of the following four categories are considered confidential and requests shall be addressed by the Legal Services Unit.
 - 1.2.1 Records that, if disclosed, would create an invasion of privacy, (for example, home addresses and personal telephone numbers of all employees).
 - 1.2.2 Records deemed confidential by statute. (See Attachment A)
 - 1.2.2.1 The Legal Services Unit shall maintain a list of statutory provisions identifying records that are confidential (see Attachment B.) They shall forward revisions to the list to the Policy Unit and to the Media & Public Relations Office and the Information Technologies Bureau.
 - 1.2.2.2 Statutes in Attachment B may contain provisions for limited confidentiality or may contain waiver provisions. If a question regarding confidentiality arises, staff shall contact the Legal Services Unit for assistance.
 - 1.2.2.3 The Information Technologies Bureau shall be responsible **for posting** the list provided by Legal Services on the Department's Intranet and Internet pages.
 - 1.2.3 Records that are classified as confidential in the Arizona Administrative Code (AAC). AAC R2-5-105 specifies who may have access to official personnel files, and under what circumstances.
 - 1.2.4 Records or information that, if released, in the opinion of the Director, or designee, could jeopardize legitimate penological interests, (for example, access to tape recordings of telephone calls). When any request for records or information is denied, the Director, or designee shall be prepared to state a specific interest that is at stake and the harm that would occur if such information were released.
- 1.3 Employees shall not discard, dispose of, or otherwise destroy, any duplicate copies of records or documents without redacting the information containing an individual's first and last name, or first initial and last name in combination with a complete:
 - 1.3.1 Social Security Number.
 - 1.3.2 Credit card, charge card or debit card number.

- 1.3.3 Retirement account number.
- 1.3.4 Driver License number or non-operating identification license number.
- 1.3.5 Savings, checking or securities entitlement account number.
- 1.4 In some instances, portions of information contained in a requested record may be deemed confidential. In such cases, the record may be released when the confidential portion has been redacted. General Counsel or designee shall approve all decisions regarding record and document redaction. Redacted portions will be clearly designated as such so the person/entity requesting the record or document is aware that information has been redacted.
- 1.5 In circumstances where the confidentiality of a requested record is unclear, the employee who has been requested to provide the information shall obtain clarification through the chain of command from the Legal Services Unit prior to taking any action.
- 1.6 Only the Director or designee may approve the release of confidential information.

201.02 GENERAL PROVISIONS

- 1.1 The release of non-confidential Department records, in whole or in part, shall be limited to those records or portions of records that are specifically requested.
- 1.2 The Department shall maintain a general list of document categories available to the public that does not require review or redaction. The Deputy Director, Division Directors, Regional Operations Directors, Wardens, Deputy Wardens and Bureau Administrators shall ensure that the list is available to the public on bulletin boards or otherwise posted in public areas. Restricted material, including written instructions that are identified as restricted, shall not be made available to anyone who is not an eligible staff member except as provided in the appropriate Department Order.
- 1.3 In some cases, requested public information exists in a format other than the one specifically requested. In such cases, the requestor shall be informed that the requested format is not available. If the requestor chooses, the records may be provided in the format used by the Department, at a cost as outlined in this Department Order.
- 1.4 Where appropriate, individual work areas may keep a supply of commonly requested documents and may provide those documents to requesting individuals at the cost outlined in this Department Order.

201.03 RESPONDING TO REQUESTS FOR INFORMATION/PUBLIC RECORDS

- 1.1 Requests made in person or by mail shall be honored. Requests made by telephone, followed by the request in a writing, or email shall also be honored unless there exists a concern as to the identity of the person/entity making such request.
 - 1.1.1 The General Counsel may deny a request if the information is unavailable and/or excessive staff time would be required to research the matter and/or compile the information, or the requestor refuses to pay for the information as required. Such denial shall be approved by the Director or designee.
 - 1.1.2 When appropriate, the requesting individual shall be referred to public information available, at no charge, on the Department ' s Internet site.

- 1.2 A person requesting copies, printouts or photographs of public records for commercial use shall provide a certified statement describing the commercial purpose for which the copies will be used, pursuant to ARS '39-121.03. A reasonable fee may be charged for the time researching and retrieving materials and the equipment and personnel used in producing such documents or reproductions.
- 1.3 If the information and/or items are available, upon receiving a request for information or copies, printouts or photographs of public records, the person receiving the request shall determine the total cost for the materials, complete a Request For Information/Document, Form 201-3, and advise the requester of the total copying cost. The Public Records Standard Charge List is located on the Request for Information/Document form. The staff member shall complete the request or forward it to the appropriate staff member for completion.
- 1.4 If the information and/or items are available but not in the requested format or in a format that would require an extensive commitment of resources, the person receiving the request shall advise the requester that the request will be forwarded to the General Counsel who shall determine whether the Department will respond to the request. Final approval or denial of these types of requests shall be made by the Director or designee.
- 1.5 Requests for information or public records that require a formal response or appear to not be readily available shall be referred to the General Counsel who shall:
 - 1.5.1 Assign the request to appropriate staff to determine if the information or record(s) is available, not available, or while available require preparation or research by staff, (For example, removal of confidential information, preparation of a letter, preparation of a summary report, preparation of computer programs or a search for the information or public records).
 - 1.5.2 Determine whether or not staff shall respond to the request, based upon the availability of information and/or the time required to research/compile the information.
 - 1.5.3 Designate a staff member to contact the requester, provide the estimated copying cost of the materials and determine if the requester still wants the request filled.
 - 1.5.3.1 If the requester still wants the request filled, designate a staff member to research and compile the requested information and/or documents.
 - 1.5.3.2 If appropriate based on the request, staff shall prepare a draft report of the requested information.
 - 1.5.4 Review the information, documents and/or report and either approve for release or note areas of concern and return to the originator for revision.
 - 1.5.5 Review the materials again, if revisions are necessary, prior to release.
- 1.6 A person requesting copies, printouts or photographs of public records for a non-commercial purpose may be charged a fee for copies of public records, and if appropriate, postage costs, but not for the research. The supervisor or staff who worked on the request shall determine the number of pages copied, calculate the charges, and add the information to the Request for Information/Document - Legal Services, Form 201-1.

- 1.6.1 Copying costs shall be paid in advance unless the supervisor of public access authorizes payment on receipt of copies. In all cases staff shall confirm in writing to the person/entity requesting copies the amount that will be charged and obtain consent to complete copying from the person/entity requesting the copies. The written confirmation can be accomplished by e-mail.
- 1.6.2 Copies requested pursuant to A.R.S. 39-121.01 [D] will be charged at 50 cents per page unless other charges apply pursuant to other statutory and/or Department guidelines are listed on the Public Records Standard Charge List.
- 1.6.3 If necessary, postage shall be calculated at the current rate and added to the total cost of the request.
- 1.7 For documents, information or for medical records requested by a subpoena pursuant to ARS ' 12-351, the requester shall be charged ten cents per printed side for each page copied and ten dollars per hour for each staff member who worked on the assignment. The supervisor or staff member who worked on the request shall determine the number of hours staff worked to complete the request, calculate the charges and enter the information onto the Request for Information/Document.
- 1.8 Agencies/individuals requesting copies shall be charged the standard rates outlined in the Request for Information/Document - Legal Services, form. There shall be no charge for copies provided to:
 - 1.8.1 The general public for claims against the United States, pursuant to ARS '39-122.
 - 1.8.2 State and/or Federal Correctional agencies.
 - 1.8.3 Immigration and Customs Enforcement Agency.
 - 1.8.4 Attorney General's Office in its capacity as a legal representative of the Department.
 - 1.8.5 Any criminal justice agency engaged in prosecution or defense of a Department inmate pursuant to ARS 31-227.
 - 1.8.6 Claims for a pension allotment, allowance, compensation, insurance or other benefit that are to be presented to the United States or a Bureau or Department thereof.
- 1.9 Payment for information, public records and copy services to the general public shall be made by cash, cashier's check or money order.
- 1.10 ARS ' 38-413 outlines legal action that may be taken against an employee who overcharges for copying costs.
- 1.11 Only staff authorized by the Deputy Director or Division Directors shall make copies of documents requested by the general public, and they shall collect the copying fee noted on the Request for Information/Document.
- 1.12 When a request for a document is made in person, the person making the request shall render the request in writing. The staff member shall collect the copying fee at the time the documents are delivered.

- 1.13 When a request for a document is made by mail, the fee shall be collected before mailing the documents to the requester. A copy of the completed Request for Information/Document shall be included with the documents in the return mailing.
- 1.14 When responding to a subpoena, relevant documents may be forwarded prior to payment with prior authorization from the General Counsel. A copy of the Request for Information/Document and an itemized bill shall be included with the documents.
- 1.15 A staff member who collects a fee shall prepare an original and two copies of a sequentially numbered receipt for money received.
 - 1.15.1 The staff member shall sign the receipt and enter the date of the transaction, the amount received, the total number of documents or pages copied and the method of payment made by the requester (cash, cashier's check or money order).
 - 1.15.2 The original receipt shall be given or mailed to the requester, one copy shall remain in the receipt book, and the other copy shall be included with the payment and forwarded to the Accounting Manager, Support Services Division, for deposit in the General Fund.
- 1.16 Requests for refunds for overpayment shall be forwarded to the budget unit manager of the unit in which the original transaction occurred. The budget unit manager shall approve refund requests and forward them, with appropriate documentation, to the Chief Financial Officer.
 - 1.16.1 Refund requests approved by the Chief Financial Officer shall be forwarded to the Accounting Unit Manager for processing.
 - 1.16.2 The Financial Services Bureau's Accounting Unit shall mail the refund to the requester.

201.04 PROHIBITIONS - Department employees shall not:

- 1.1 Release confidential information.
- 1.2 Offer personal opinions or interpretations concerning the possible guilt or innocence of a suspect or the credibility of a witness.
- 1.3 Identify crime victims and injured or deceased individuals until the next-of-kin has been notified.
- 1.4 Make comments or express opinions on governmental election issues while on duty, in uniform, at public expense or as a representative of the Department.
- 1.5 Honor requests for information that requires an excessive expenditure of taxpayer funds and/or staff resources. The Department is not required to create documents that do not already exist.

DEFINITIONS

CERTIFIED DOCUMENT - A document(s) that has an affixed notarized statement indicating that the document is a true copy of the official record.

CONFIDENTIAL RECORD - A document(s) that is not accessible to or obtainable by the general public. Confidential files are exempted from the Public Records Law.

MEDIA - For the purpose of this Department Order, Media is channels of communication that serve many diverse functions, such as offering a variety of entertainment with mass or specialized appeal, communicating news and information or displaying advertising messaging.

PUBLIC RECORD - A document(s) made or received by any governmental agency pursuant to law or in connection with the transaction of public business and which may include books, papers, maps, photographs or other documentary materials, regardless of physical form or characteristics.

{Original Signature on File}

Charles L. Ryan
Director

ATTACHMENTS

Attachment A - Records Confidential by Statute
Attachment B - Categories of Public Records

FORMS LISTING

201-1, Request For Information/Document - Legal Services

AUTHORITY

A.A.C. R2-5-105, Personnel Records

A.R.S. 11-593, Reporting of Certain Death, failure to Report; Penalty

A.R.S. 31-221, Master Record File; Information From Other Agencies; Confidentiality of File.

A.R.S. 12-351, Costs of Compliance with Subpoena for Production of Documentary Evidence.

A.R.S. 38-413, Charging Excessive Fees.

A.R.S. 39-121.01, Copies; Printouts or photographs of Public Records

A.R.S. 39-121.03, Request for Copies.

A.R.S. 39-122, Free Searches for Copies of Public Records to be used in Claims against the United States.

A.R.S. 41-1347, Preservation of Public Records.

A.R.S. 41-1350, Definition of Records.

A.R.S. 44-7601, Discarding and disposing of records containing personal identifying information; civil penalty; enforcement; definition.

Records Confidential by Statute

Abandoned property records, documents, information (Department of Revenue)	A.R.S. ' 44-323
Access to and examination of books, accounts, reports, or other records; confidential records exempt from examination	A.R.S. ' 41-735
Accountancy Board records	A.R.S. ' 32-749
Adoption records	A.R.S. ' 8-120, -121
Adult protective services actions	A.R.S. ' 41-1959, 46-454
Adult care homes, investigative records	A.R.S. ' 36-446.10
Agricultural laboratories test results	A.R.S. ' 3-145
Agricultural trade secrets information	A.R.S. ' 3-3121
AHCCCS review committee information	A.R.S. ' 36-2917
AHCCCS records	A.R.S. ' 36-2903
Air pollution control records	A.R.S. ' 49-432
Architecture, assaying, engineering, geology, landscape architecture or land surveying applications	A.R.S. ' 32-129
Arizona Corporation Commission – Information released by Interrogatories	A.R.S. ' 10-1634, 10- 2542
Attorney-client privilege	A.R.S. ' 12-2234
Audit files maintained by Auditor General	A.R.S. ' 41-1279.05
Automobile accident reports	A.R.S. ' 28-675
Banking Department ' s financial institution records	A.R.S. ' 6-129
Banks and banking, trust and escrow records	A.R.S. ' 6-860
Behavioral health professionals, client communications	A.R.S. ' 32-3283
Behavioral health professionals, credentialing committee	A.R.S. ' 32-3282
Board of Medical Examiners records	A.R.S. ' 32-1451.01
Board of Funeral Directors exam materials	A.R.S. ' 32-1309
Child care group homes, personnel registration information	A.R.S. ' 36-897.03
Child abuse/neglect investigation reports, records	A.R.S. ' 8-546.11

Child fatalities review team records	A.R.S. ' 36-3503
Child Protective Services investigations	A.R.S. ' 41-1959
Child abuse reports/medical records	A.R.S. ' 13-3620
Child immunizations (identifying information)	A.R.S. ' 36-135
Child abuse/neglect records	A.R.S. ' 8-546.07
Chronic disease surveillance system information	A.R.S. ' 36-133
Clearance of records (wrongful arrests, indictment, charges)	A.R.S. ' 13-4051
Clergy privilege	A.R.S. ' 12-2233
Commerce and Economic Development Commission records	A.R.S. ' 41-1505.06
Communicable disease information	A.R.S. ' 36-661 through ' 36-664
Consumer fraud info provided to Attorney General	A.R.S. ' 44-1525
Controlled substances records of registered manufacturers/distributors	A.R.S. ' 36-2523
Corrections Department records	A.R.S. ' 31-221
Crime victim advocate records, juvenile offenses	A.R.S. ' 8-290.19
Criminal history record information	A.R.S. ' 41-1750
Dentists and dentistry complaint investigation	A.R.S. ' 32-1263.02
Dentists and dentistry records	A.R.S. ' 32-1209
Department of Health Service records	A.R.S. ' 36-107, -340, -509, -714 (B)(1)
Department of Environmental Quality pollution prevention records	A.R.S. ' 49-967
Department of Health Service death records used to correct voter registration rolls	A.R.S. ' 16-165
Doctor-patient privilege	A.R.S. ' 12-2235
Doctor-patient privilege waived – unlawful procurement of prescription drugs	A.R.S. ' 13-3412
Domestic relations, conciliation court records	A.R.S. ' 25-381.16
DPS death investigation information	A.R.S. ' 11-593

Drivers license voter registration	A.R.S. ' 16-112
Drug and gang enforcement task force	A.R.S. ' 41-2406
Economic development assistance, application information	A.R.S. ' 41-1505.07
Economic Security Department records	A.R.S. ' 41-1959
Educational records - release governed by federal rules	A.R.S. ' 15-141
Emergency medical services system records	A.R.S. ' 36-2220
Employee access to confidential drug testing records	A.R.S. ' 23-493.09
Employment discrimination charges, informal conciliations	A.R.S. ' 41-1481
Engineer, architect, geologist, or landscape architect registration Applications	A.R.S. ' 32-129
Executive session minutes	A.R.S. ' 38-431.03
Fiduciaries - communications about their misconduct	A.R.S. ' 14-5651
Fingerprint records and other information of deceased persons	A.R.S. ' 11-593 (F)
Geothermal wells data	A.R.S. ' 27-653
Grand jury information disclosure	A.R.S. ' 13-2812
Hazardous waste management records disclosure	A.R.S. ' 49-928
Health care utilization committee proceedings, records, and materials	A.R.S. ' 36-441
Health care institutions records	A.R.S. ' 36-404
Health screening services, records	A.R.S. ' 36-405.01
Health care quality assurance process records	A.R.S. ' 36-2403
Hospital committee review , records of professional practices	A.R.S. ' 36-445.01
Housing discrimination – conciliation agreements to resolve complaints	A.R.S. ' 41-1491.26
Husband-wife privilege	A.R.S. ' 12-2232
Income tax information provided to preparer of return	A.R.S. ' 43-381
Indictment, complaint, and information disclosure	A.R.S. ' 13-2813

Inmate records disclosure	A.R.S. ' 31-221
Insanity defense waiver of physician-patient privilege	A.R.S. ' 13-3993
Insurance administrators, books-records	A.R.S. ' 20-485.03
Insurance administrator records, trade secrets information	A.R.S. ' 20-485.03
Labor and employment information and records of unlawful practices	A.R.S. ' 41-1481, -1482
Library users - records of requests for specific materials or services	A.R.S. ' 41-1354
License plates for law enforcement use, records of issuance	A.R.S. ' 28-317
Life insurance administrators, examination of records	A.R.S. ' 20-485.03
Marketing orders and agreements, fruits and vegetables	A.R.S. ' 3-422
Media witnesses subpoena, protection by lawful privilege	A.R.S. ' 12-2214
Mediation proceedings, exceptions to privilege communication	A.R.S. ' 12-2238
Medical malpractice insurance, reports, claims, and actions	A.R.S. ' 32-1855.02
Medical records and information contained in medical records	A.R.S. ' 12-2292
Mentally ill persons, crimes and offenses	A.R.S. ' 13-3993
Mentally retarded and developmentally disabled persons, financial contribution information	A.R.S. ' 36-562
Midwives, review of names of patients whose records are reviewed during an investigation	A.R.S. ' 36-756.01
Milk handler financial statements	A.R.S. ' 3-609
Mines and minerals, disclosure of trade secret or other confidential information by the Mine Inspector	A.R.S. ' 27-930
Nursing care institutions, records	A.R.S. ' 36-446.10
Occupational therapy complaints	A.R.S. ' 32-3442
Operation game thief program, records	A.R.S. ' 12-2312
Optometry, investigations, grounds for censure, probation or license suspension	A.R.S. ' 32-1744
Optometry, examination records	A.R.S. ' 32-1746

Organ procurement agency records	A.R.S. ' 36-845
Organic food certifications, inspection/investigative information	A.R.S. ' 3-302
Outpatient surgical centers, review of professional practice	A.R.S. ' 36-445.01
Parental rights termination records	A.R.S. ' 8-541, 8-542
Pesticide Board information, reports	A.R.S. ' 3-374
Pharmacists, investigations, records	A.R.S. ' 32-1940
Physical therapy, identity, unprofessional conduct informers	A.R.S. ' 32-2042
Privileged insurance information defined	A.R.S. ' 20-2102
Products liability, product safety analysis or review, reasonable remedial measures	A.R.S. ' 12-687
Professional corporation, professional services, application of law	A.R.S. ' 10-2233
Psychologists and psychiatrists, records, disclosure	A.R.S. ' 12-2291
Psychologists and psychiatrists, investigations	A.R.S. ' 32-2082
Public officers and employees, disclosure or use of information for profit, conflict of interest	A.R.S. ' 38-504
Public service corporation, disclosure	A.R.S. ' 40-204
Racketeering investigations, records of financial institutions	A.R.S. ' 13-2315
Racketeering, records	A.R.S. ' 13-2315
Rental-purchase agreement, collection practices	A.R.S. ' 44-6806
Reporter - informant/source communications are privileged	A.R.S. ' 12-2237
Reports, medical malpractice insurance, claims and actions	A.R.S. ' 32-1855.02
Restraint of trade, investigations reports	A.R.S. ' 44-1406
Revenue Department records relating to tax information	A.R.S. ' 42-108
Sexual offenders registration, fingerprint records, statements, photographs	A.R.S. ' 13-3823
Social services, records	A.R.S. ' 46-135

Superintendent of banks, records	A.R.S. ' 6-129
Tax assessments, property list	A.R.S. ' 42-223
Teacher evaluations	A.R.S. ' 15-537
Technical registration board, records	A.R.S. ' 32-129
Telecommunications, solicitation records	A.R.S. ' 44-1280
Transportation taxes - information obtained in connection with collection procedures	A.R.S. ' 28-1599.31, 28-1599.32 (both Repealed 10/1/97). A.R.S. ' 28-5935, 28-5936 (both effective 10/1/97).
Trust or escrow records; inspection; disclosure; exceptions	A.R.S. ' 6-860
Trustees, trust information, disclosure	A.R.S. ' 6-860
Tuberculosis control records	A.R.S. ' 36-714
Underground storage tanks, records	A.R.S. ' 49-1012
Unemployment insurance tax reports	A.R.S. ' 23-722
Unfair employment practice preliminary reports	A.R.S. ' 41-1482
Uniform reciprocal enforcement of support, testimony of spouse	A.R.S. ' 12-1671
Victims rights to privacy	A.R.S. ' 13-4434
Vital records, disclosure	A.R.S. ' 36-340
Voter registration records of judges, commissioners and peace officers - requests to prohibit public access	A.R.S. ' 16-153
Voter registration records (courts may prohibit public disclosure)	A.R.S. ' 16-153
Water pollution records, reports, etc.	A.R.S. ' 49-205
Wiretapping records	A.R.S. ' 13-3011
Records Involving Privacy Interests:	
Autopsy reports (see Arizona Attorney General Opinion I86-090, I85-097, I88-130)	
Employee addresses and phone numbers (Arizona Attorney General Opinion I91-004)	

CATEGORIES OF PUBLIC RECORDS

The following are categories of records and information available for public dissemination or public inspection as published. Restricted documents and any document, report or record that must be redacted or otherwise reviewed prior to release is not included in this list.

1. Strategic Plans, Goals, and Objectives
2. Annual Reports
3. Governor's Reports
4. Newsletters
5. Budget and Budget Reports
6. Routine Statistical Reports - Corrections at a Glance, 2-Year Population Trends, etc.
7. Recruitment-Related Publications and Brochures
8. Inmate Automated Summary Record
9. General Distribution Written Instructions - Director's Instructions, Department Orders, and Technical Manuals
10. Blank Forms

THIS LIST IS NOT INTENDED TO BE EXHAUSTIVE

