RESOLUTION NO. 2026-2466

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF PRESCOTT VALLEY, A MUNICIPAL CORPORATION OF ARIZONA, ADOPTING REVISED POLICY NO. 5-02 "PUBLIC RECORDS ACCESS" OF THE TOWN OF PRESCOTT VALLEY POLICIES AND PROCEDURES; AND PROVIDING THAT THIS RESOLUTION SHALL BE EFFECTIVE AFTER ITS PASSAGE AND APPROVAL ACCORDING TO LAW.

WHEREAS, ARS §41-1345 requires each state and local agency to establish and maintain a records management program, submit retention schedules, and appoint a records coordinator; and

WHEREAS, in accordance with ARS §41-1346, the Town first developed a comprehensive records management policy manual in 1993; and

WHEREAS, by Resolution No. 1029 (dated July 26, 2001), the Town Council resolved that a new "Prescott Valley Policies and Procedures Manual" be adopted, which Policies and Procedures Manual consolidated all Town policies (e.g. the Personnel Manual, the Procedures Manual and other manuals) into a single notebook made up of individual, numbered polices on various topics; and

WHEREAS, on November 21, 2002, the Council adopted, through Resolution No. 1134, the Town of Prescott Valley Public Records Inspection and Disclosure Policy and Procedures setting forth policies establishing uniform procedures for handling public records requests as required by federal, state and local laws; and

WHEREAS, by Resolution No. 1386 (dated October 13, 2005), the Town Council adopted Policy No. 5-02 “Public Records Inspection & Disclosure”, which updated the Town's records management program by providing for more coordinated response to public records requests; and

WHEREAS, by Resolution No. 1397 (dated December 1, 2005), the Town Council renamed Policy 5-02 “Public Records Access” and updated it to better distinguish public records requests from civil case discovery and criminal case disclosure, and clarified the procedure for redacting non-public, private, confidential, or otherwise protected material that may be included in otherwise public records prior to release of said records;

WHEREAS, technology has been developed to process and track public records requests electronically, further streamlining public access to public records; and

WHEREAS, the Town Council desires now to update Town Policy No. 5-02 to establish procedures for receiving and responding to public records requests via electronic platforms;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COM_MON COUNCIL OF THE TOWN OF PRESCOTT VALLEY, ARIZONA:

1. That the amended Policy No. 5-02 "Public Records Access" (of the Town of Prescott Valley Policies and Procedures) attached hereto and expressly made a part

hereof, be hereby adopted.

2. That, in the event any policies adopted herein are found to be in conflict with duly-adopted Federal statutes or regulations, Arizona statutes or regulations, or Prescott Valley codes or regulations, such statutes, codes or regulations shall apply.

3. That, if any provision in this Resolution is held invalid by a court of competent jurisdiction, the remaining provisions shall not be affected, but shall continue in full force and effect.

4. That this Resolution shall be effective after its passage and approval according to law.

RESOLVED by the Mayor and Common Council of the Town of Prescott Valley, Arizona, this 12th day of November 2026.

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Kell Palguta, Mayor

ATTEST:

_____
Fatima Fernandez, Town Clerk

APPROVED AS TO FORM:

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Ivan Legler, Town Attorney