

Record Retention and Records Access Policy and Procedure

Policy Statement

Anthem Community Council, Inc. (ACC) is committed to transparency and providing owners with as much information as possible about the ACC's operations. For this reason, certain corporate community records are available for owners to review and/or purchase copies of pursuant to Arizona law (Available Records"). Many Available Records are available online at **AnthemCouncil.com** - check there first. In addition, the ACC Board of Directors has the authority to protect certain corporate records from disclosure pursuant to Arizona law and these records are not available for owners to review or purchase copies of ("Unavailable Records").

Record Retention

While the ACC is not an HOA or COA, and is not legally bound to the Arizona governing statutes, the ACC operates in the spirit of such statutes and provides access to governing documents. The ACC also extends to Anthem owners the rights provided under The Arizona Non-Profit Corporations Act. Additionally, the Governing Documents of the Anthem Community Council, Inc. provide guidance on the records that should be retained.

Available Records

Corporate records held by ACC and described in A.R.S. § 10-11601, § 10-11602, § 33-1805(A).

Unavailable Records

Records not available for owners to review are pursuant to and set forth in A.R.S. § 10-11602(F) and § 33-1805(B).

RECORDS ACCESS PROCEDURE

Eligibility

Available Records are available only to Anthem property owners in good standing (or to their authorized representatives as set forth in writing) within ACC jurisdictions: Parkside, Country Club, Paseo, Village, The Landings, or commercial areas.

How to Request Records

Step 1: Complete and sign the Records Access Request Form (page 2)

Step 2: Submit the Records Access Request Form to ACC via either:

- **Mail/Hand Delivery:** 3701 W. Anthem Way, Suite 201, Anthem, AZ 85086
- **Email:** records@anthemcouncil.com (PDF format with signature required)

Response Timeline

ACC will respond within **10 business days** of receipt of the Records Access Request Form. Requests for Available Records that are stored in off-site storage and/or overly burdensome to produce due to quantity or complexity may require additional time.

Access Methods for Available Records

- **Website records:** Available 24/7 at AnthemCouncil.com (free)
- **Electronic records:** May be emailed to you or sent via online file transfer
- **Hard copy records:** Available for viewing at ACC offices during business hours

Copying Costs for Available Records

- **Viewing:** Free
- **Copies:** \$0.25 per page per side (check payment only made payable to “Anthem Community Council”)
- Copies will be held for 5 business days if not picked up immediately

Use Restrictions

Records may NOT be used for:

- Commercial purposes or solicitation
- Harassment or intimidation
- Distribution to third parties
- Purposes unrelated to property ownership

Important Notes

- Records Access Request Forms must be complete, signed, and legible
- ACC Staff cannot provide analysis or interpretation of records
- Original records cannot leave ACC premises
- Your request is itself a public record

RECORDS ACCESS REQUEST FORM

Anthem Community Council, Inc.

Property Owner Information

Name: _____ **Date:** _____

Property Address: _____

Mailing Address: _____

Email: _____ **Phone:** _____

Records Requested

Describe the specific documents/records requested (be detailed):

Date Range: From _____ To _____

Reason for Request: _____

Use Agreement

I certify that these records will **NOT** be used for:

- Commercial purposes or solicitation
- Harassment or intimidation of any person
- Distribution to unauthorized parties
- Purposes unrelated to my property ownership

Acknowledgments

- I have read and agree to the Records Retention and Records Access Policy and Procedure
- I understand copying costs are \$0.25 per page per side (check only)
- I understand ACC staff cannot provide analysis or interpretation
- I am an Anthem property owner in good standing (or an authorized representative)

Owner Signature: _____ **Date:** _____

For Office Use Only

Request Received: _____ **Staff:** _____ **Approved:** **Denied:**

Records Located: _____ **Access Provided:** _____ **Copies Made:** _____

Final Signature: _____ **Date:** _____

(Sign when records review is complete)