

Public Records Request

FAQs

1. What documents are publicly/self-serve available?

Most records are available to the public or self-serviceable. You can use the APP public portal to find open sourcing projects, catalogs, and state contracts. Many documents you may be looking for may be in the public portal so it is essential to check the portal before you submit a public records request.

2. How do I access publicly available documents?

You can access publicly available documents by using the [APP homepage](#). Documents on the portal may be in the form of zip files, pdf files, or word documents.

3. What timeframe of documents are available?

Documents available are between the timeframes of September 17, 2018 to present. Any older documents before 2018 will require you to submit a public records request.

4. What documents are not publicly/self-service available?

Documents that are not publicly available are any documents confidential by law (statute, rule, or privilege).

Documents that are not self-serviceable are older contracts, pricing documents, purchase orders/task orders, contract state spend, any documents from a solicitation that has not been rewarded.

5. What public documents can ADOA provide?

We can provide communications (email, chats if needed for legal purposes), bid/vendor responses, pricing, contracts/solicitation documents, purchase orders, receipts, and invoices.

6. What documents can not be provided/are confidential?

You cannot ask for the vendor's responses or contract information while an active solicitation is in progress. Once the solicitation has been awarded the contract manager will have all documents uploaded within 3 days. Any communication between a lawyer and a state employee is considered client privileged communication and cannot be shared.

7. Can I request reports?

Yes. For example, you can request a report on the state's contract spend.

8. What elements should be included in my request for the most efficient processing?

All components related to your request should be included, which may include:

1. Contract Number
2. Solicitation Number
3. Bid Number
4. The Contract or Solicitation Name
5. Name(s) on Record [Ex: Contract Owner]

If you do not provide the necessary information, your request will be delayed since the records clerk may need additional information.