

PUBLIC RECORDS REPRODUCTION REQUEST FORM

Information and Instructions Sheet

Requesting party please note:

- All public documents will be available to the public for inspection or reproduction.
- A request for copies must be presented first to the Pima Town Hall, PO Box 426, 110 W. Center, Pima, AZ, during regular business hours for the department concerned.
- Direct cost of processing the request will be charged to the requesting applicant and payable upon receipt of copies.
- No non-town personnel will be allowed unsupervised access to original town documents.
- Town employee who furnishes a copy of a public record will not give an analysis or other information pertaining thereto other than that contained in the public record.

Fees for reproduction of records:

- Copy of papers.....\$.25 per page
- Retrieve and copy official documents.....\$.60 per page
[6 free copies per year]
- Police Reports.....\$ 5.00 per report
- Cassette tape copies \$ 3.00 per tape
- Postage, if applicable

A. R. S. §39-121.03 Fees for copies, printouts or photographs

- A. A person requesting copies, printouts or photographs of public records for a commercial purpose shall, upon making such a request provide a certified statement setting forth the commercial purpose for which the copies, printouts or photographs will be used. Upon being furnished the verified statement the custodian of such records may furnish reproductions, the charge for which shall include the following:
 - 1. A portion of the cost to the state for obtaining the original copies of the documents, printouts or photographs.
 - 2. A reasonable fee for the cost of time, equipment and personnel in producing such reproduction.
 - 3. The value of the reproduction on the commercial market.
- B. If the custodian of a public record determines that the commercial purpose stated in the verified statement is a misuse of public records or is an abuse of the right to receive public records, the custodian may apply to the Governor requesting that the Governor by executive order prohibit the furnishing of copies, printouts or photographs for such commercial purpose. The Governor, upon application from a custodian of public records, shall determine whether the commercial purpose is an abuse of the public record. If the Governor determines that the public record shall not be provided for such commercial purpose, he shall issue an executive order prohibiting the providing of such public records for such commercial purpose. If no order is issued within thirty days of the date of application, the custodian of public records shall provide such copies, printouts or photographs upon being paid the fee determined pursuant to subsection 1 of this section.
- C. A person who obtains public records for a commercial purpose without indicating the commercial purpose or who obtains a public record for a noncommercial purpose and uses or knowingly allows the use of such public record for a commercial purpose or who obtains a public record for a different commercial purpose or who obtains a public record from anyone other than the custodian of such records and uses them for a commercial purpose shall in addition to other penalties be liable to the state or the political subdivision from which the public record was obtained for damages in the amount of three times the amount which would have been charged for the public record had the commercial purpose been stated plus costs and reasonable attorney's fees or shall be liable to the state or the political subdivision for the amount of three times the actual damages if it can be shown that the public record would not have been provided had the commercial purpose of actual use been stated at the time of obtaining the records.
- D. As used in this section, "commercial purposes" means the use of a public record for the purpose of sale or resale or for the purpose of producing a document containing all or part of the copy, printout or photograph for sale or the obtaining of names and addresses from such public records for the purpose of solicitation or the sale of such names and addresses to another for the purpose of monetary gain from the direct or indirect use of such public record. Commercial purpose does not mean the use of a public record as evidence or as research for evidence in an action in a judicial or quasi-judicial body of this state or a political subdivision of this state.

Town of Pima

P.O. Box 426

110 W. Center

Pima, Arizona 85543

Phone: (928) 485-2611

FAX: (928) 485- 9230

PUBLIC RECORDS REPRODUCTION REQUEST

This document represents the declaration of the undersigned submitted to Pima Town Hall for the reproduction of certain public record(s) specified below.

Please Print the following information:

Date _____

Name _____ Phone _____

City _____ State & Zip _____

Records Requested _____

These records are to be used for:

Commercial purposes. *See definition of 'commercial purposes,' A.R.S. §39-121.039D). If the record(s) are to be used for commercial purposes, specifically state those purposes below:*

Non-commercial purposes. *Please give a brief explanation.*

Signature of Requestor _____

Please mail to me. Date Mailed: _____ Fees collected: _____

I will pick up Date Picked Up: _____

I claim exemption from fees under A.R.S. §39-122. Signature _____

ALTERNATE FORMAT FOR THIS FORM

Individuals with a qualified disability who require this information in an alternate format may contact the Town of Pima at the above-listed location to make their needs known.

Instructions and information are on the back of this request form.