



PUBLIC RECORDS REQUEST

Application for Public Records

Request is hereby made for the following public records (indicate document name, page numbers, address and permit number where applicable):

Pursuant to A.R.S. §39-121.03, the applicant certifies that said documents: (check one)

- Will not be used for a commercial purpose.
- Will be used for the following commercial purpose (statement of commercial purpose pricing computation worksheet shall also be completed and attached):

A commercial purpose is defined by A.R.S. §39-121.03 as “the use of public record for the purpose of the sale or resale or for the purpose of producing a document containing all or part of the copy, printout, or photograph for sale, or obtaining of names and addresses from such public records for the purpose of solicitation, or for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such public record.”

NOTICE: A person who obtains a public record 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 commercial purpose and uses or knowingly allows the use of such public record for a different commercial purpose or who obtains a public record from anyone other than the custodian of such records and uses it 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 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.
A.R.S. § 39-121.03(C).

Applicant's name (print) _____

Applicant's signature _____

Address _____

Phone Number _____ Request Date: _____



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Statement of Commercial Purpose
Pricing Computation Worksheet

A commercial purpose is defined by A.R.S. §39-121.03 as the use of public record for the purpose of:

- The sale or resale or for the purpose of producing a document containing all or part of the copy, printout, or photograph for sale, or
- Obtaining of names and addresses from such public records for the purpose of solicitation, or
- For a purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such public record.

The specific information which will be utilized from the record(s) requested on _____
is: _____ (Date of Request)

Which will be used for:

1. Sale or resale to _____
(identify market) for \$ _____ (price or cost)

2. Producing a document, information or other material containing all or part of the information in the public record: (Describe document or material and price) _____

3. Solicitation to _____ (Identify market) for
(what) _____
or \$ _____ (price)

4. Soliciting a business or commercial relationship. (Describe and give price or value) _____

I agree to pay the fee of \$ _____ for these records.

I agree to pay the deposit of \$ _____ for these records and shall pay the remaining balance of \$ _____ prior to receiving the requested record(s).

Applicant

Date



CITY OF HOLBROOK'S COPY FEE SCHEDULE

The following applies to all public records requests:

1. After receipt of your request, you will be notified when the public records are available for inspection or pick-up. Payment is due for copies when they are picked up.
2. If paying by check, please make the check payable to the City of Holbrook.
3. Charges:

• **Non-Commercial Requests:**

- E-mail Documents produced via e-mail No per page charge
- Hard Copies of Routine Records 25¢ per page
- Audio Tapes, Video Tapes, CDs, DVDs (See below)
- The City will charge the costs associated with copying and producing the information onto an audio tape, CD or DVD. The cost will be \$10.00 for the first half hour and then \$7.50 per additional half hour. There will be a minimum charge of \$10.00. However, there is no charge for finding the requested documents.
- Photographs:
 - 3 x 5 color copy \$5.00 per copy
 - 8 x 10 color copy \$10.00 per copy
 - CD of photographs (See above)
- Individual departments should be consulted for fees associated with special formats such as oversized materials, color copies, et cetera.

• **Commercial Requests:**

- The charge for commercial public records requests will be based upon: (1) the value of the reproduction on the commercial market as best determined by the public body, (2) a reasonable fee for the cost of time, materials, equipment and personnel in producing such reproduction, and (3) a portion of the cost to the public body for obtaining the original or copies of the documents, printouts or photographs. A.R.S. § 39-121.03(D).

• **Custom Requests:**

- A custom request is one for a record or format that does not currently exist. Should you make a custom request and if the City determines that it will fulfill the request, the City will contact you with an estimated cost.

FOR OFFICIAL USE ONLY

Public Records Request Received: Name: _____ Date: _____

Staff Member Responsible for Filling Request: _____

Routed to (list departments): _____

Follow-up with Requester (explain & date): _____

City Attorney Approval (if necessary): Init: _____ Date: _____

Fee Quotation Provided to Requester (if necessary): Init: _____ Date: _____

Records Provided to Requester: Init: _____ Date: _____

(circle one) mailed picked-up faxed

____ Pages ____ Audio Tapes ____ Video Tapes ____ Floppy Disk

Payment Total Received: \$ _____ Date: _____