

City of Holbrook Public Records Request

Applicant's name: _____

Address: _____

Email Address: _____

Phone Number: _____

Applicant's signature: _____

Date: _____

The following public records are requested:

Pursuant to A.R.S. §39-121.03, applicant certifies that documents:

- Will not be used for a commercial purpose.
- Will be used for commercial purposes:

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

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

Describe applicable purpose:

1. Sale or resale: _____

\$ _____.

2. Solicitation: _____

\$ _____.

3. Monetary gain: _____

\$ _____.

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).

Charges:

- Non-commercial requests:
 - E-mail documents produced via e-mail - No per page charge.
 - Hard copies of routine records - 25¢ per page.
 - Audio, Video, CDs, DVDs - The costs associated with copying and producing the information. The cost will be \$10.00 for the first half hour and \$7.50 per additional half hour. There will be a minimum charge of \$10.00.
- Commercial requests:
 - The value of the reproduction on the commercial market as best determined by the public body; and
 - A reasonable fee for the cost of time, materials, equipment and personnel in producing such reproduction; and
 - A portion of the cost for obtaining the original or copies of the documents, printouts, or photographs as per A.R.S. § 39-121.03(D).
- Custom Requests:
 - A custom request is a record or format that does not currently exist. If City staff determine that it can fulfill the request, a cost estimate will be provided.

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

I agree to pay a deposit of \$_____ with the remaining balance paid prior to receiving the requested records.

Applicant's signature: _____

Date: _____

FOR OFFICIAL USE ONLY

Records request received by: _____ Date: _____

Staff responsible for filling request: _____

Department(s) routed to: _____

Records provided to requester via: E-mail Faxed Mailed Picked-up

_____ Pages _____ Audio _____ Video Payment received: \$_____

Init: _____ Date: _____

Notes: _____
