



# TOWN OF QUARTZSITE

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Arizona Relay Service (928) 927-3762  
we are an equal opportunity employer  
www.ci.quartzsite.az.us

## PUBLIC RECORDS REQUEST

(A.R.S. Title 39)

Name  Date

Address:  Phone:  Charges are based on fees established and listed on attached sheet.

City:  State:  Zip:  Amount Due : \_\_\_\_\_

**Please Note:** Active public records are in various locations. The Town requests that a reasonable amount of time be expected for responding to any request to copy or inspect Town records. The Town may require additional time to process more difficult requests and if so, an estimated time frame will be provided to the requestor.

Indicate whether you desire to inspect or copy public records:  Inspect  Copy

Indicate whether you are using the public record for a commercial or non-commercial purpose:  Commercial\*  Non-Commercial

**Specifically describe the record requested for inspection or copying: ( The Town Clerk may return any written request without further processing if it lacks the specificity necessary to identify the public records or other matters to which access or copies is requested.)**

**"The Arizona Public records laws require only that the Town produce copies of records that already exist. The law does not require that we compile statistics, customize reports, do research or create documents that do not already exist".**

A.R.S. 39-121.03D- Commercial purpose includes any 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 public records to another for the purpose of solicitation or for any purpose where the purchaser can reasonable anticipate the receipt of monetary gain from direct or indirect use of the record. When a person requests copies of City records for commercial purposes, a statement setting forth the commercial purpose for which the copies will be used must be provided.

Commercial Purpose Statement

I hereby certify that the requested records are to be used for the above stated purpose(s).

\_\_\_\_\_  
Signature of person requesting records

FOR RIM OFFICE USE ONLY:

DATE RECEIVED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE PROCESSED: \_\_\_\_\_ BY: \_\_\_\_\_

REQUEST APPROVED: \_\_\_\_\_

REQUEST DENIED: \_\_\_\_\_

COMPLETION DATE AND INITIALS:

\_\_\_\_\_

**TOWN OF QUARTZSITE PUBLIC RECORDS REPRODUCTION PRICE SHEET**

**NON-COMMERCIAL COST OF REPRODUCTION**

_____	Photocopies @ \$.20 each	= \$ _____
_____	Data processing list @ \$.25 per line	= \$ _____
_____	Media reproduction @ \$25.00 per CD (\$10.00 advance deposit required)	= \$ _____
	Postage	= \$ _____
	Total	= \$ _____

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**COMMERCIAL COST OF REPRODUCTION**

_____	\$35.00 per hour (after the first 15 minutes) plus \$1.00 per page.	= \$ _____
_____	Media reproduction @ \$35.00 per hour (after the first 15 minutes) plus \$25.00 per CD (\$10.00 advance deposit required)	= \$ _____
	Postage	= \$ _____
	Total	= \$ _____

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# PUBLIC RECORDS REPRODUCTION

## **A.R.S. § 39-121.01 (D)(1)**

...“The custodian may require any person requesting that the custodian mail a copy of any public record to pay in advance for any copying and postage charges.”

## **A.R.S. § 39-121.03**

### REQUEST FOR COPIES, PRINTOUTS OR PHOTOGRAPHS; STATEMENT OF PURPOSE; FEES

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 or 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.

### COMMERCIAL PURPOSE AS ABUSE OF PUBLIC RECORD; DETERMINATION BY GOVERNOR

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 a misuse or 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 A of this section.

### CIVIL PENALTY

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 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 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 attorneys' 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.

### DEFINITION OF COMMERCIAL PURPOSE

D. As used in this section "commercial purpose", 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 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. 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.

## **A.R.S. § 39-122. Free searches for and copies of public records to be used in claims against United States; liability for noncompliance**

A. No state, county or city, or any officer or board thereof shall demand or receive a fee or compensation for issuing certified copies of public records or for making search for them, when they are to be used in connection with a claim for a pension, allotment, allowance, compensation, insurance or other benefits which is to be presented to the United States or a bureau or department thereof.

B. Notaries public shall not charge for an acknowledgment to a document which is to be so filed or presented.

C. The services specified in subsections A and B shall be rendered on request of an official of the United States, a claimant, his guardian or attorney. For each failure or refusal so to do, the officer so failing shall be liable on his official bond.