

# Town of Sahuarita

## Records Request Information

### Public Records Requests

All requests for public records must be submitted in writing on the Town of Sahuarita Public Records Request form. Requests should be as specific as possible. It is important to include the following information in your request, so that we can respond in a timely manner:

- A clear and specific description of the information you are requesting. If possible, identify dates, subjects, titles, or departments of the documents requested.
- Your contact information, including name, address, phone, fax, and email.

### Please be aware that:

- Town of Sahuarita employees cannot give legal advice.
- We require a minimum of 72 hours to process all requests.
- There will be a minimum charge assessed for copied material and audio recordings. Other fees may be assessed in accordance with the Town Code.

### Non-Commercial Request

- Any person may request to examine or be furnished copies, printouts or photographs of any public record during regular business hours (8:00 a.m. to 5:00 p.m., Monday – Friday, excluding legal holidays).
- To request inspection and/or copies, printouts or photographs of public records, please complete the Public Records Request form on the reverse and submit it to the Records Manager in the Town Clerk's Office. Please be specific so that the records can be easily identified.
- The Town will charge an amount for any items that must be sent out for copying equal to the cost of reproducing the requested material. Such amount must be paid prior to receipt of the materials. Checks are to be made payable to: Town of Sahuarita

### Commercial Requests:

For the purposes of 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 public records for the purpose of solicitation or the sale of 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 the public record.

Commercial purpose does not mean the use of a public record as evidence or as research for evidence in an action by any judicial or quasi-judicial body.

Charges for a commercial request shall include:

- The actual cost to the Town for obtaining the original or copies of the documents, printouts or photographs.
- A reasonable fee for the cost of time, equipment, and personnel in making the copies, and a deposit may be required.

### Please note:

ARS 39-121.03 (C) 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.



**TOWN OF SAHUARITA**  
Request for Public Records

(520) 822-8801 Phone

(520) 822-8820 Fax

ROUTED TO: (Name & Department)

		<b>DEPARTMENT ASSIGNED TO FILL REQUEST:</b>	
		Name:	Date:
		Department:	
(Please Print Legibly)			
Name:	Phone:	Date:	
	Fax:		
Company Name:	E-mail Address:		
Mailing Address:	City, State	Zip	
I wish to obtain a copy of the record via: <input type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/> CD <input type="checkbox"/> Photocopy			
Copies .25¢ per page    E-Mail/Fax No Charge    CD: \$5.00 each		<b>Maps, blueprints and other documents shall be provided at the actual cost of their reproduction plus handling costs charged to the Town</b>	
<p><b>PLEASE NOTE: Active public records are located in various departments within the Town. A minimum of 72 hours is required to process all requests. Additional time may be necessary to process large requests or request for inactive/archived material. In this instance an estimated time frame will be provided to the requestor.</b></p> <p><b>Specifically describe the record requested for inspection or copying:</b></p> <hr/> <hr/>			
Indicate whether you are using the public record for a commercial or non-commercial purpose.		<p><b>* A.R.S. 39-121.03D</b> –"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 public records for the purpose of solicitation or the sale of 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 the public record. Commercial purpose does not mean the use of a public record as evidence or as research for evidence in an action in any judicial or quasi-judicial body.</p>	
<input type="checkbox"/> Commercial* <input type="checkbox"/> Non-Commercial <input type="checkbox"/> Legal			
Description of Commercial Purpose:			
<b>IMPORTANT NOTICE WITH RESPECT TO COPYRIGHTED MATERIALS</b>			
<p>The copyright law of the United States (Title 17, United States Code) regulates the making of photographs or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries, archives and other holders of public records are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. The Town of Sahuarita, Arizona does not indemnify, nor hold harmless, users of material produced to a Public Records request, nor grant exclusive use rights with respect to such material. Users who engage in excess of fair use may subject to claims of copyright infringement.</p>			
(This box for Office use only)			
DATE & TIME RECEIVED:	FEE:	REQUEST APPROVED:	<input type="checkbox"/>
COMPLETED BY:	DATE COMPLETED:	REQUEST DENIED:	<input type="checkbox"/>
		REASON:	