



# PUBLIC RECORDS REQUEST

RETURN COMPLETED FORM TO THE TOWN CLERK  
375 W Sahuarita Center Way, Sahuarita, AZ 85629  
Fax: 520.822.8820 / Email: townclerk@sahuaritaaz.gov

Town Use:	Date Received:
	Assigned To:
	Time to Complete Request:
	Date Completed:

I, the undersigned, hereby request (Check appropriate box):

Request Date:	<input type="checkbox"/> Paper Copies <input type="checkbox"/> Pick-up <input type="checkbox"/> Mailed	<input type="checkbox"/> Electronic Copies: <input type="checkbox"/> Emailed <input type="checkbox"/> CD/DVD	<input type="checkbox"/> In Person Review
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of the following public records (please be specific and name the subject matter, dates, address and the types of documents requested):

Request Purpose

Commercial Purpose\*     Legal     Media     Personal/Non-commercial

\*Complete a Statement of Commercial Purpose Pricing Computation Worksheet and Statement of Commercial Purpose below  
 A **Commercial Purpose** means that the requestor intends to use the records, directly or indirectly, to receive monetary gain, such as by selling all or parts of the records, or by using the names, addresses, and phone numbers in the records for solicitation.

\*Statement of Commercial Purpose:

Please note the following:

- Receipt of your request will be confirmed via email and processed in the order received. Various factors affect processing time, including the request size and complexity, and nature of the request. Due to these factors we cannot guarantee a completion date. We will contact you once the request is complete.
- Fees may be assessed pursuant to state law (A.R.S. § 39-121.01 (D) and § 39-121.03) and town code (3.10.130 Administrative Fees).
- Pursuant to 17 U.S. Code §107, certain uses of copyrighted material for purposes of research is not an infringement of copyright. However, if a user uses any copyrighted reproduction for purposes in excess of fair use the user may be liable for copyright infringement and subject to claims of copyright infringement. The Town of Sahuarita does not indemnify, nor hold harmless, users of material produced in response to a public records request, nor grant exclusive rights with respect to such material.

Name:	Signature:
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Address:
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City:	State:	Zip:
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Contact phone:	Email address:
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## **PUBLIC RECORDS REQUESTS**

The Town is required by law to make all records, except confidential records and those protected from disclosure, available to the public (A.R.S. § 39-121) while safeguarding confidential and personal identifying information. As part of the overall Town of Sahuarita Strategic Plan, our goal is to create a culture of continuous improvement. In an effort to improve service to our constituents, we are continually implementing organizational best practices, as such this form may be used to help facilitate the public records request process.

Public records requests should be submitted in writing to avoid confusion regarding the records being requested. Requests must describe the record(s) requested in sufficient detail and specificity to allow the record to be located with a reasonable amount of diligence. Please include the following information in your request:

- A clear and specific description of the information you are requesting including dates, subjects, titles, addresses, employees or departments of the documents requested.
- Contact information including name, address, contact phone number and email.

### **Public Record Request Notes**

- Staff is unable to provide legal advice.
- Staff is unable to guarantee when a records request will be completed.
- Multiple requests from the same requestor will be processed in the order received.
- Applicable fees for the production of records in response to a public records request will be charged in accordance with state law and town code.
- Public records requests are not confidential and information regarding the requests, including requestor information, records requested, and time and cost to fulfill the request may be requested or published.

### **Commercial Purpose Records Request**

A 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 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:

1. A portion of the cost to the Town for obtaining the original or copies of the documents, printouts or photographs.
2. A reasonable fee for the cost of time, materials, equipment and personnel in producing such reproduction.
3. The value of the reproduction on the commercial market as best determined by the public body.

In order to help determine the value of the reproduction on the commercial market, individuals requesting records for a commercial purpose must complete a *Statement of Commercial Purpose Pricing Computation Worksheet* which may be obtained from the Town Clerk department by calling 520.822.8803 or emailing [townclerk@sahuaritaaz.gov](mailto:townclerk@sahuaritaaz.gov).