



PUBLIC RECORDS REQUEST

Town of Florence

Town Clerk's Office

775 N. Main Street

P.O. Box 2670

Florence, Arizona 85132

Phone: 520-868-7500

Fax: 520-868-7564

www.florenceaz.gov

Department Use Only

I, _____, hereby request a copy for inspection and/or reproduction of certain public records specified below:

Record inspection only Paper copies requested Other: _____

Indicate whether use will be for:

Non-Commercial Purpose Commercial Purpose

Specifically state the purpose of your request below: (ANSWER THIS QUESTION "ONLY IF" THE COPY REQUESTED IS FOR A COMMERCIAL PURPOSE)

I declare that I have read and understood A.R.S. Section 39-121.03 (on the reverse side of this form).

Signature of Requesting Party: _____ Date: _____

Printed name of Requesting Party: _____

Mailing Address: _____

Email Address: _____ Phone number: _____

Copying charge*:

Black and White: \$ 0.50 a page

Color: 8 ½ x 11: \$1.00 8 ½ x 14: \$2.00 11 x 17: \$3.00

CD: \$5.00 plus postage

Plot: Black and White – Large Print Copies: \$2.50 per square foot

Plot: Color - Large Print Copies: \$5.00 per square foot

For Town Use Only:
No. of copies _____ Rate per copy _____ Total charge _____ Date provided _____

PUBLIC RECORDS REQUEST INFORMATION AND INSTRUCTION SHEET

Non-Commercial Request

1. Any person may request to examine or be furnished copies, printouts, or photographs of any public record during regular office hours (8:00 a.m. to 5:00 p.m., Monday through Friday).
2. To request inspection and/or copies, printouts or photographs of public records, please complete the top portion of the form, and present it to the Town Clerk's Office.
3. Please be specific so that the records are easily identified.
4. The Town will charge an amount per page approximately equal to the cost of reproducing the requested material. Such amount should be paid prior to receipt of the materials. Checks should be made payable to: Town of Florence

Commercial Request

1. If the request is for commercial purposes, the purpose of the request must be included in this form; all other instructions for Non-Commercial Requests must be followed.

39-121.03. Request for copies, printouts, or photographs; statement of purpose; commercial purpose as abuse of public record; determination by governor; civil penalty; definition

A. When a person requests copies, printouts, or photographs of public records for a commercial purpose, the person shall provide a statement setting forth the commercial purpose for which the copies, printouts, or photographs will be used. Upon being furnished the 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 public body 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.

B. If the custodian of a public record determines that the commercial purpose stated in the 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 the governor 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.

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.

D. 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 in any judicial or quasi-judicial body.