TOWN OF TUSAYAN
PUBLIC RECORDS INSPECTION AND COPY REQUEST FORM
INFORMATION AND INSTRUCTION SHEET

Requesting Party: Please read the following information and instructions.
Pursuant to A.R.S.§39-121.01(D), any person may request in person or in writing to examine or be furnished copies, printouts, or photographs of any public record during regular office hours (8:00 a.m.-5:00 p.m., Tuesday-Thursday).

A person requesting inspection and/or copies, printouts or photographs of public records in person must complete the TOWN OF TUSAYAN PUBLIC RECORDS INSPECTION AND COPY REQUEST FORM and present it to either the Town Clerk or the appropriate custodian of records. A written request for copies, printouts or photographs, if mailed, must be sent to the Town Clerk or appropriate custodian of records and must include a completed form. If the request is found to lack the necessary information to identify the record, the request will be returned. An amount approximately equal to the cost of reproducing the requested records will be charged and must be paid prior to delivery of the material.

Pursuant to A.R.S.§39-121.03, any person requesting copies, printouts or photographs of public records for **COMMERCIAL PURPOSE** must provide a written statement setting forth the commercial purpose for which the copies, printouts or photographs will be used. "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 for which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such public record.

A person providing a written statement setting forth the commercial purpose for which the copy or copies will be used may be charged:

1. A portion of the cost to the Town for obtaining the copies of documents, printouts or photographs to be reproduced.

2. A reasonable fee for the cost of the time, equipment, and personnel in making the copies, and

3. The value of the reproduction on the commercial market.

If the custodian of records believes that the commercial purpose of a copy or copies is a misuse of public records or an abuse of the right to receive them, the custodian of records may refuse a request and may request to governor to prohibit the furnishing of copies for such commercial purposes by executive order. If an executive order is not issued within thirty (30) days of the date of application, the custodian of records will provide the copies after being paid the fee requested.

NOTE: An individual who files a written statement pursuant to A.R.S.§39-121.03, knowing it to be false or fraudulent, is guilty of a Class 6 felony. (A.R.S.§39-161)

TOWN OF TUSAYAN
PUBLIC RECORDS INSPECTION AND COPY REQUEST FORM

I, _____

Name and Address _____

_____

hereby request the custodian of records for the_____ Department of the Town on _____(date) to provide for inspection and /or a copy or other reproduction of certain public record(s) specified below:

_____

_____

_____

Indicate whether the record(s) is (are) to be used for: _____
____ Commercial Purposes ____Non-Commercial Purposes

Complete this section if this request is for a Commercial Purpose
Specifically state the purpose of your request below:

_____

_____

_____

_____

I,_____ , declare that I have read and understood the Information and Instruction Sheet on the back of this form (or A.R.S.§39-121.03).

Requesting Party's Signature _____

Printed Name _____

For dept use only: number of copies____ Amount charged _____ Date provided _____