PUBLIC RECORD(S) INSPECTION AND/OR COPY REQUEST FORM

Date of request: _____
Name: _____
Address: _____
Telephone number: _____

I, the person named above, hereby request the custodian of records for the City of South Tucson's _____ Department to provide for inspection and/or copying or other reproduction the public record(s) which are specifically described as follows:

_____
_____
_____

I certify that the record(s) will be used for:
___ Commercial purpose
___ Noncommercial purpose
___ Claim for a pension, allotment, allowance, or compensation, insurance or other benefit, which is to be presented to the United State or a bureau or department thereof.

_____
Signature of requesting party

****

COMPLETE THIS SECTION ONLY IF COPY REQUEST IS FOR A COMMERCIAL PURPOSE

Specifically state the purpose of your request:

_____
_____

I, _____, declare that I have read A.R.S. 39-121.03 and understand its contents. I further declare under oath that the information I have provided on this form is true and correct.

_____
Signature of requesting party

STATE OF ARIZONA)
) SS.
COUNTY OF PIMA)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20__
by _____.

_____
Notary Public

My commission expires: _____

CITY OF SOUTH TUCSON PUBLIC RECORDS POLICY

Pursuant to A.R.S. 39-121.01 (D), any person may request to examine or be furnished copies, printouts or photographs of public records of the City of South Tucson, Arizona upon reasonable request during regular office hours (8:00 a.m. to 5:00 p.m., Monday-Friday, except regularly scheduled holidays).

Procedure:

A person requesting inspection or reproduction of public records in person must complete the CITY OF SOUTH TUCSON PUBLIC RECORDS INSPECTION AND COPY REQUEST FORM and present it to the City Clerk or other appropriate custodian of records. A person making the request in writing shall mail the request and a completed form to the City Clerk or appropriate custodian of records.

The City Clerk or custodian of records may return the request if it lacks the specificity needed to identify the records being requested. The fees required by this policy will be paid prior to the delivery of material to any person requesting to copy or otherwise reproduce public records.

Fees:

If the party requesting the public records wishes to receive copies, printouts or photographs of the public records, the following fees shall be charged. These fees have been determined to approximately equal the cost of reproducing public records.

Photocopies (fee includes cost of time, equipment and materials)
$.50 per page
Printouts (fee includes cost of time, equipment and materials)
$.50 per page
Photographs (fee will depend on cost charged to City for development, and time spent by personnel in obtaining duplicate photographs)

If reproduction is sought for commercial use, charges will also be assessed for a portion of the cost in obtaining the document, printout or photograph and the value of the reproduction on the commercial market, in accordance with A.R.S. 39-121.03.

Notwithstanding the foregoing, no fees will be charged if records are to be used in connection with a claim for a pension, allotment, allowance, compensation, insurance or other benefit which is to be presented to the United States or a bureau or department thereof, in accordance with A.R.S. 39-122.

Time for Production of Documents:

Nonexempt public records shall be produced with a reasonable time of the request. An appointment for production of records will be scheduled within three days of the request if staff is unavailable to monitor the public perusal or to make copies at the time of request.

Types of Records that are Subject to Production:

The following types of records have been deemed to be public records that are subject to production by the City:

X Written records of public City Council meetings, committee meetings, public hearings, etc.

X Salary ranges of City employees

X Financial documents including budget, revenues/expenditures, warrants, invoices, etc.

X Claims of damages filed with the City where the City is a party

X Petitions for annexation

X Inter- and intra-office memos and letters in final form, where confidential information is not addressed

X Permits or licenses and applications for permits or licenses

X Accident reports and arrest records, unless exempt by statue

Types of Documents Not Subject to Disclosure:

City records are not subject to public disclosure if they are made confidential by Statute, if they involve the privacy rights and interest of individuals or if disclosure would be detrimental to the best interest of the City. Such records include:

X Minutes of executive sessions

X Confidential memos between the City Attorney and City staff or officials, where protected by the attorney-client privilege

X Ongoing police investigations

X Information from confidential sources

X Most information contained in the personnel or medical records of City employees

Request to Reproduce Documents for Commercial Purposes:

Pursuant to A.R.S. 29-121.03, any person requesting copies, printouts or photographs of public records for a commercial purpose must provide a verified statement setting forth the commercial purpose for which the reproduced records will be used. AA commercial purpose@ is defined in A.R.S. 39-121.03(D) and includes use of all or part of a public record for sale or resale, the obtaining of names and addresses from such public records for solicitation or the sale of such names and addresses for the purpose of solicitation or any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such records.

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

AN INDIVIDUAL WHO KNOWINGLY FALSIFIES A CERTIFICATION OF COMMERCIAL PURPOSE IS GUILTY OF A CLASS 6 FELONY, A.R.S. 39-161.