



# COMMERCIAL PURPOSE PUBLIC RECORDS REQUEST

All information on this form is subject to disclosure in response to a public records request.

REQUESTER NAME

DATE

PROVIDE RECORDS VIA E-MAIL

PROVIDE RECORDS VIA U.S. MAIL (ADDRESS)

### STATEMENT OF COMMERCIAL PURPOSE

A "COMMERCIAL PURPOSE" IS: Use of a public record for 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 address to another for the purpose of solicitation or for any purpose in which the purchaser can reasonably anticipate the receipt or monetary gain from the direct or indirect use of such public record.A.R.S. 121.03(D)

CHARGES: Charges for a commercial request shall include, (a) a portion of the cost to the city for obtaining the original or copies of the documents, printouts or photographs to be produced, (b)

a reasonable fee for the cost of time, materials equipment, and personnel in making the copies, and, (c) the value of the reproduction on the commercial market as best determined by the City. A.R.S. 121.03(A)

NOTE: If the requester obtains records for a commercial purpose without indicating the commercial purpose, or if he or she obtains the records for a non-commercial purpose, and then uses or allows the use of the records for a commercial purpose, he or she will be liable for damages in the amount of three times what the City could have charged had it been known, plus costs and attorneys fees.A.R.S. 121.03(D)

**Please Note: Public records are maintained in various locations and, some records may contain private or sensitive information that requires additional review and possible redaction. Additional time may be needed to process requests involving these types of records and an estimated time frame will be communicated to the requestor.**

### Documents Requested: (Please be as specific as possible)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### To be completed by City Staff

AMOUNT RECEIVED

PAYMENT RECEIVED IN FORM OF:  CASH  CHECK  CREDIT CARD  OTHER

CUSTODIAN OR COORDINATOR WHO FILLED THIS REQUEST

DATE REQUEST FILLED

THE FOLLOWING TYPES OF INFORMATION WERE REDACTED

REASON THAT NO RECORDS WERE PROVIDED

PAGE COUNT OF RECORDS PROVIDED

COST TO OBTAIN RECORDS

COST OF COPIES

VALUE OF RECORDS

OTHER