





## INSTRUCTIONS FOR REQUESTING PURCHASING DIVISION RECORDS

1. Please complete this form providing as much information as possible so that the requested information can be identified and provided to you in a timely manner.
2. The Purchasing Department is located at 9191 E. San Salvador Dr., Scottsdale, AZ 85258. Our regular office hours are 8:00 A.M. to 5:00 P.M., Monday – Friday. Requests for Public Records will be accepted from walk-ins during regular office hours; however the information being requested may not be available at that time.
3. Completed Public Records Request forms should be returned to the Purchasing Department at the address listed above or emailed to [solicitations@scottsdaleaz.gov](mailto:solicitations@scottsdaleaz.gov) or faxed to 480-312-5701.
4. The Purchasing Department's records are maintained in hard copy and electronic formats. Whenever possible we will provide the requested document(s) electronically. Hard copies are available at a cost of .25 per page.
5. The contact information you provide will be used to communicate the status of your request, method of delivery, applicable costs etc.
6. If your request is for commercial purposes, the gray portion (item #6) of the form should be completed and notarized. 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 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 such public record.

Charges for a commercial request shall include:

- a. A portion of the cost of the City for obtaining the original or copies of the documents, printout or photographs to be reproduced,
- b. A reasonable fee for the cost of time, equipment, and personnel in making the copies, and
- c. The value of the reproduction on the commercial market.

Please note that 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 known, plus costs and attorney fees. A.R.S. § 39-121.03(C). If a false statement is given, the requester can also be guilty of a felony. A.R.S. § 39-161.