



City of Tucson

PUBLIC RECORDS REQUEST

NAME		DATE	COPIES - \$0.25 PER PAGE (Oversized Copies – price based on size) <i>For Office Use Only</i>
AGENCY NAME		PHONE	
EMAIL ADDRESS			
STREET ADDRESS			NUMBER OF PAGES
CITY	STATE	ZIP	TOTAL AMOUNT DUE

City records may not be removed from the department where they are stored. Requests will be filled as promptly as circumstances permit. The City may require additional time to process requests when records are retrieved from multiple sources, retrieved from the archive or must be redacted. City staff will provide an estimated delivery time frame.

Do you want to Inspect or Purchase copies of the record(s)? <input type="checkbox"/> Inspect / Review <input type="checkbox"/> Purchase copies Are you using the public record for a commercial or non-commercial purpose? <input type="checkbox"/> *Commercial <input type="checkbox"/> Non-commercial	Complete name or description of record(s) requested. Please be as specific as possible: (You may use a separate page.)
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*A.R.S. 39-121.03.D.-Commercial purpose includes any 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 to another for the purpose of solicitation or for any purpose where the purchaser can reasonably anticipate the receipt of monetary gain from direct or indirect use of the record. If the request is for Commercial Purposes, provide a brief description of the specific commercial purpose.

*Commercial Purpose Statement (attach *Statement of Commercial Purpose Pricing Computation Worksheet*):

NOTE: 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. A.R.S. 39-121.C.

<i>For Office Use Only</i>		DEPARTMENT ASSIGNED
DATE RECEIVED:	COMPLETED BY:	COMPLETION DATE:
COMMENTS:		

Save as an electronic document to your desktop; email as an attachment to cityclerk@tucsonaz.gov
OR
Print and mail to: City Clerk’s Office, P.O. Box 27210, Tucson, AZ 85726-7210