

City of Tombstone

Office of the City Clerk

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PUBLIC RECORDS REQUEST FORM

Date: _____

What are you requesting? (Please check all that apply):

_____ Agenda _____ Meeting Packet _____ Minutes

_____ Ordinance _____ Resolution _____ Reports

_____ Permits _____ Other: _____

Number of Copies: _____

Unless exempted from A.R.S. § 39-122 (i.e. when they are to be used in connection with a claim for a pension, allotment, allowance, compensation, insurance or other benefits which is to be presented to the United States or a bureau or department thereof), you will be charged \$.25 per page for copies and \$25 for CD or DVD. Additionally, you may be charged \$80 per hour as a reasonable fee for the cost of time, materials, equipment and personnel in producing such reproduction in accordance with A.R.S. § 39-121.03(A).

Description, in **DETAIL**, of Public Request¹:

¹ Use another sheet of paper if necessary

If you are submitting a request for a commercial purpose, you must disclose this pursuant to A.R.S. 39-121.03. Please note that a commercial usage fee may apply. For the purposes of this section, "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 public records for the purpose of solicitation or the sale of 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 the public record.

I, [PRINT NAME] _____, AFFIRM that the records are for personal use and not for commercial purposes.²

Signature: _____ **Date:** _____

Address: _____

Phone #: _____ **Fax # (If applicable):** _____

Would you like the document to be:

____ **Mailed** ____ **Picked up** ____ **Faxed**

² 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 City of Tombstone 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 City of Tombstone 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. § 39-121.03(C).

CITY STAFF

Request:

APPROVED

DENIED

City Clerk Signature: _____

Completed by City Staff: _____

Date Completed: _____

Number of Pages: _____

\$ _____