



Sedona Fire District Request for Records

Requesting Party (Please Legibly Print): _____

Mailing Address: _____ Email: _____

Phone: _____ Fax: _____ Date/Time of Request: _____

Please check the type of report being requested and complete pertinent information below:

- Fire Board Meeting Minutes
- Fire Incident Report
- Fire Investigation **
- Board Presentation Materials
- Financial Records
- Other (Please Specify):

Description of Request. Be specific: Include address and owner of property, file name or number, time period, incident location, etc

Request for: Commercial* Non-Commercial View Only (No fee) Copy

***ARS §39-121.03: A.** *When a person requests copies, printouts or photographs of public records for a **commercial purpose**, the person shall provide a statement setting forth the commercial purpose for which the copies, printouts or photographs will be used. Upon being furnished the statement the custodian of such records may furnish reproductions, the charge for which shall include the following:*

1. *A portion of the cost to the public body for obtaining the original or copies of the documents, printouts or photographs.*
2. *A reasonable fee for the cost of time, materials, equipment and personnel in producing such reproduction.*
3. *The value of the reproduction on the commercial market as best determined by the public body.*

B. *If the custodian of a public record determines that the commercial purpose stated in the statement is a misuse of public records or is an abuse of the right to receive public records, the custodian may apply to the governor requesting that the governor by executive order prohibit the furnishing of copies, printouts or photographs for such commercial purpose. The governor, upon application from a custodian of public records, shall determine whether the commercial purpose is a misuse or an abuse of the public record. If the governor determines that the public record shall not be provided for such commercial purpose the governor shall issue an executive order prohibiting the providing of such public records for such commercial purpose. If no order is issued within thirty days of the date of application, the custodian of public records shall provide such copies, printouts or photographs upon being paid the fee determined pursuant to subsection A.*

C. *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.*

D. 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. Commercial purpose does not mean the use of a public record as evidence or as research for evidence in an action in any judicial or quasi-judicial body.

*** If you marked Commercial: please provide a statement that explains the intended use of the requested records for commercial purposes:**

Requesting Party Signature: _____ Date: _____

Custom Requests: Per SFD Employee Handbook, Public Records Access, a request for data in a form that does not currently exist may be declined. SFD is not required to create a new record or generate a new format to meet a public records request. At its discretion, SFD may choose to fulfill a custom request and charge for the cost of fulfilling it.

Fees for Records: Arizona Public Records Law grants public agencies the authority to charge a reasonable copying fee for records and to require payment in advance if needed. Fee for copies of written records is 50 cents per page. Records will be supplied promptly, depending on the size of the request, format, location, and need to redact a portion, within 45 days. If requests are to be mailed, postage charges will apply. Fire investigation reports will be provided upon completion of the fire investigation.