

# Sedona Fire District

## Community Risk Reduction

[crr@sedonafire.org](mailto:crr@sedonafire.org)

928.204.8926



### Community Risk Reduction Records Request

Please provide the following information. Failure to supply complete information may result in a delayed response to your request.

Per the Sedona Fire District (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.

**Payment shall be received before records are provided.**

**Fees for Records: Non-Commercial:** Printed records .50 per page, CDs or USB Drives \$10.00 each, plus postage

**Fees for Records: Commercial:** Research Fee \$29.00 per address Plus, Printed records .50 per page, CDs or USB Drives \$10.00 each, plus postage

***Please allow up to 45 days for requests to be completed.***

#### Requesting Party Information:

|               |  |               |                         |  |  |
|---------------|--|---------------|-------------------------|--|--|
| Today's Date: |  | Requested By: |                         |  |  |
| Company:      |  |               | Affiliation w/property: |  |  |
| Phone:        |  |               | Fax:                    |  |  |
| Email:        |  |               |                         |  |  |

#### Check reports requested:

General Inspections

Hazardous Materials

Complaint(s)

UG/AG Storage Tank(s)

Environmental Only

Fire Investigation

Incident

Other: \_\_\_\_\_

|                                   |       |     |
|-----------------------------------|-------|-----|
| Date(s) for requested information | From: | To: |
|-----------------------------------|-------|-----|

Address: List addresses on the same street in numerical order. Please put streets in alphabetical order. For more than 3 addresses please list on a separate sheet.

|             |
|-------------|
| 1. Address: |
| 2. Address: |
| 3. Address: |

**Non-Commercial Use**

**Commercial Use**

Purpose:

Per Arizona Revised Statutes §39-121-03. "Commercial Purpose" 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 purchase can reasonably anticipate the receipt of monetary gain from the direct or indirect use of the public record.

Requesting Party's Signature:

---

Disclaimer: Sedona Fire District, its agents, and employees, have provided the most complete information or documents available and assume no liability for incomplete or inaccurate documents or information. Critical infrastructure data will be released on a case-by-case basis.

**For Office Use:**

|                                    |              |                                    |             |              |
|------------------------------------|--------------|------------------------------------|-------------|--------------|
| # of Pages:                        | Copy Fee: \$ | CD / USB Fee:\$                    | Postage: \$ | Total Due \$ |
| 1 <sup>st</sup> Notification date: |              | 2 <sup>nd</sup> Notification date: |             |              |