

SEDONA FIRE DISTRICT NON-COMMERCIAL PUBLIC RECORDS REQUEST FORM

Pursuant to A.R.S. § 39-121.01(D)(1) any person may request to examine or be furnished copies, printouts or photographs of any public record during regular office hours or may request that the custodian of records mail a copy of any public record not otherwise available on the public body's website to the requesting person.

DISCLOSURE: Public records will be processed as promptly as possible, in the order received. Records may be maintained in multiple locations (physical or digital), and confidentiality laws or privileges may apply to certain records or parts of records which may require additional review, redaction, or withholding. Processing time is contingent upon the nature of the request, content of the records, location of the records, and status of the files (e.g., archived). Only records not protected from disclosure will be made available. An index of records or categories of records withheld will be provided upon request. This form is for convenience only. This form may be modified at any time.

Disclaimer of Liability: By submitting this request, the requester expressly agrees that its use of the data provided in the public record is at the requester's sole risk. Sedona Fire District assumes no liability for errors, omissions, or inaccuracies in the information provided, regardless of how caused or for any decision or action taken or not taken by the requester in reliance upon any information or data produced, or not produced, in response to this request.

A “commercial purpose” is defined as the use of a public record for the purpose of:

- Sale or resale
- Producing a document containing all or part of the copy, printout or photograph for sale;
- Obtaining 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.

A commercial purpose does not include use by the media for newsgathering functions and use as evidence or as research for evidence in an action in any judicial or quasi-judicial body.

Pursuant to A.R.S. § 39-121.01(D)(1), please **AFFIRM** that the records requested (check one):

☐ Will not be used for a commercial purpose

*If it will be used for a commercial purpose, you must complete the Commercial Records Request Form

Request is hereby made for the following public records:

- | | |
|--|---|
| ☐ Board Meeting Minutes | ☐ Hazardous Materials Records |
| ☐ Board Presentations/Packets | ☐ Underground/Aboveground Storage Tank Records |
| ☐ Incident Reports | ☐ Financial Records |
| ☐ Fire Investigation Reports | ☐ Environmental Records |
| ☐ Inspection Records | ☐ Other: _____ |

Describe the records requested (include addresses, incident numbers, file names, date ranges, etc.):

Preferred method of delivery for copies: ☐ E-Mail ☐ Mail ☐ In-person pick up ☐ CD/USB

☐ Inspection (view records in person only)

** Please note, the custodian of records will attempt to deliver the requested records in the preferred format indicated above. However, some public records may not be digitized or reasonably convertible to an electronic format. In such cases, the records may be provided in paper form.*

☐ I acknowledge that I may be required to pay in advance for any copying and postage charges, including a reasonable fee for the cost of the time, equipment and personnel used in producing copies of records subject to public disclosure, pursuant to A.R.S. § 39-121.01(D)(1). (Please see the District's adopted fee schedule for assistance in determining the possible fees to be charged for a public records request). If the cost exceeds \$_____, please notify me **before** processing the request and providing the requested records. Refer to the Sedona Fire District's website (<https://www.sedonafire.org/>) or call (928) 282-6800 for the most up-to-date fee schedule.

☐ I request an index of any records or categories of records that have been withheld and the reasons the records or categories of records have been withheld.

☐ I am requesting certified copies of public records 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 and I am an official of the United States, a claimant, his guardian or attorney.

Requestor Name

Date

E-mail Address

Phone Number

Street Address

City

State

Zip

Requestor Signature

**A person who knowingly falsifies information provided on this form, including misrepresenting the purpose for which records will be used, may be subject to civil and criminal penalties plus costs and reasonable attorneys' fees.*

PLEASE RETURN THIS COMPLETED FORM TO FRONTDESK@SEDONAFIRE.ORG

FOR DISTRICT USE ONLY

Request Received By: _____ Date: _____

Request Number: _____

Notes/Clarifications Needed: _____

Estimated Completion Date: _____

Fees (if any): _____

Disposition:

☐ Fulfilled

☐ Partially Fulfilled

☐ Not Fulfilled

☐ Withheld legal basis: _____

☐ Index of withheld records or categories: _____

