



Town of Fountain Hills

REQUEST FOR PUBLIC RECORDS

<b>Name:</b>	<b>Date:</b>
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<b>Company:</b>	<b>Fax:</b>	<b>Phone:</b>
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**Address:**

*Please Note: The Town requests a minimum of seventy-two (72) hours notice be provided of any request to copy or inspect in order to locate the appropriate record. If the Town requires additional time, the requester will be notified. Fax form to: 480-837-3145; or return it to the Customer Service Desk at Town Hall: 16705 E. Ave. of the Ftns., Ftn. Hills, AZ 85268*

<b>Indicate whether you desire to inspect or copy public records.</b> <input type="checkbox"/> Copy <input type="checkbox"/> Inspect	<b>Specify information format:</b> <input type="checkbox"/> If available, "read only" format – cost per Town fee schedule <input type="checkbox"/> Hard Copy - cost per Town fee schedule
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**Describe in detail the record(s) requested for inspection or copying as well as any applicable dates, if possible:**

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<b>Indicate whether you are using the public record for a commercial purpose:</b> <input type="checkbox"/> Commercial** <input type="checkbox"/> Non-Commercial	<b>If for commercial purpose, please explain intended use and check the appropriate box below:</b> _____ _____ _____
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**\*\*A.R.S. 39-121.03 (D) - If for commercial purpose, please check the appropriate box:**

- use 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
- obtaining of names and addresses from public records for the purpose of solicitation
- sale of names and addresses to another for the purpose of solicitation 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.

**A.R.S. § 32-101** - I understand that the information requested may include documents that have been sealed by a "technical registrant" (architect, engineer, etc). I agree to keep and protect the document from further distribution and not to allow further reproduction of the document.

**I certify that all of the foregoing information is true to the best of my knowledge and belief. I agree to pay all appropriate fees at the time the requested information is delivered. I understand copies that are not picked up within two weeks of the request will be billed and documents given out only after payment is received. I agree to hold the Town of Fountain Hills, its agents and employees harmless from any claim, causes of action, or other liability that may arise as a result of furnishing these documents to me or as result of my use or misuse of these documents.**

Signature of Requester: \_\_\_\_\_

<b>For Office Use Only:</b>  Date Received: _____ Staff: _____  Disposition and date: _____  CC: Town Manager: _____  # of pages _____ @ \$ _____ Amount Due: \$ _____  Electronic copy: _____	<b>Town Attorney Authorization</b>  Request Approved: <input type="checkbox"/>  Approval with Redactions: <input type="checkbox"/>  Request Denied: <input type="checkbox"/>  Review time needed beyond three (3) Business Days: <input type="checkbox"/> _____ days  Attorney's Signature: _____
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