



Town of Payson
303 N. Beeline Hwy.
Payson, Arizona 85541
928-474-5242

PUBLIC RECORDS INSPECTION AND REPRODUCTION REQUEST FORM

INFORMATION AND INSTRUCTION SHEET

Requesting Party: Please read and note the following information and instructions (Form on page 2).

Pursuant to A.R.S. §39-121.01(D), any person may request to examine or be furnished copies, printouts or photographs of any public record during regular office hours (7:00 a.m. – 5:00 p.m. Monday – Friday). A records custodian for the Town may furnish or cause to be furnished such copies, printouts or photographs in response to a written request and will charge a fee.

A person requesting to inspect and/or obtain copies, printouts or photographs of public records in person should complete the Town of Payson Public Records Inspection and Reproduction Request Form and present it to the Town Clerk for processing. Alternatively, a written request for copies, printouts or photographs may be mailed to the records custodian at 303 North Beeline Highway, Payson, Arizona 85541, and should include a completed form and a check or money order, made payable to the Town of Payson, equal to the reproduction charge. The records custodian will respond to such a request as expeditiously as possible and may return the request if it is found to lack the specificity necessary to identify the records if sufficient payment is not made.

Pursuant to A.R.S. §39-121.03, any person requesting copies, printouts or photographs of public records for a Commercial Purpose must provide a Statement setting forth the commercial purpose for which the copies, printouts or photographs will be used. A person providing a statement setting forth the commercial purpose for which the reproduction will be used *may* be furnished such reproduction at the discretion of the records custodian for a charge reflecting the following:

1. A portion of the cost to the Town for obtaining the documents or records to be reproduced;
2. A reasonable fee covering the cost of time, equipment and personnel in making the reproduction; and
3. The value of the reproduction on the commercial market.

If the records custodian believes that the commercial purpose of a reproduction is a misuse of public records or an abuse of the right to receive them, the records custodian may refuse a request for reproduction of such record for said commercial purpose and may request the Governor to prohibit the furnishing of reproductions for such commercial purposes by Executive Order. If an Executive Order is not issued within thirty (30) days of the custodian's application, the requesting party *will* be furnished such reproduction for the commercial purpose set forth in his or her statement.

“Commercial purpose” is broadly defined by law as “any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such public record.” A.R.S. §39-121.03(D). “Commercial purpose” includes copies of records for sale or resale and copies of printouts of names and addresses for purposes of solicitation of business.

IMPORTANT:

An individual 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 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 be liable in damages and other penalties. A.R.S. §§39-121.03, - 161.



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This document represents the request of Name: _____

Address: _____ Phone Number of Requesting Party: _____

Submitted to a records custodian of the Town of Payson on Date: _____ requesting that the records custodian provide access to and/ or copy or other reproduction of certain public records specified below:

Indicate with specificity the record(s) you wish to inspect.

Indicate with specificity the record(s) you wish to have copied or reproduced.

Indicate whether the record(s) is (are) to be inspected and/or used for:

☐ Commercial Purposes

☐ Non-Commercial Purposes

If the record(s) is (are) to be inspected and/or used for commercial purposes, specifically state those purposes below:

I, _____ declare that I have read the information and Instruction Sheet accompanying this form (or A.R.S. §39-121.03 itself) and understand the contents therein. I further declare under penalty of perjury that the foregoing is correct and true and I agree to hold the Town of Payson, 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 a result of my use or misuse of these documents.

Requesting Party's Signature

The following Payson employees are authorized to provide information about this communication:

Tracie Bailey, tbailey@paysonaz.gov

Michelle Stanley, hstanley@paysonaz.gov

Audrey Wilcox, awilcox@paysonaz.gov

(928) 472-5000