



## REQUEST FOR PUBLIC RECORDS INFORMATION AND INSTRUCTION SHEET

**Requesting Party: Please read and note the following information and instructions.**

Fill out form and mail to Town of Youngtown, Attn: Town Clerk, 12030 Clubhouse Square, Youngtown, AZ 85363. You may also fax the form to (623)933-5951 or email to [mreynolds@youngtownaz.org](mailto:mreynolds@youngtownaz.org). Town Code and recent amending ordinances may be viewed and printed free of charge at [www.youngtownaz.org](http://www.youngtownaz.org).

Pursuant to A.R.S. § 39-121.01(D), any person may request to examine or be furnished copies, printouts, or photographs of public records during regular office hours (8:00 a.m. to 4:00p.m., Monday through Friday) or may request that a copy of a public record not otherwise available on the Town's website be provided to the requesting person.

A person requesting inspection or copies, printouts, or photographs of public records must complete the Town of Youngtown's PUBLIC RECORDS INSPECTION AND COPY REQUEST FORM. A request for copies, printouts, or photographs may be mailed, faxed, or emailed to the Town Clerk and must include a completed copy request form. The Town Clerk will charge an amount in accordance with the below fee schedule. Such amount shall be paid prior to delivery of the material.

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 written statement setting forth the commercial purpose for which the copies, printouts or photographs will be used.

### **Commercial Request**

1. There is a special section on the Public Records Inspection and Copy Request Form for record requests that are made for commercial purposes. A "commercial purpose" is defined as:

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 for solicitation or for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such 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. § 39-121.03(D).

2. Charges for a commercial request shall include:

- A. A portion of the cost to the Town for obtaining the original or copies of the documents, printout or photographs to be reproduced.
- B. A reasonable fee for the cost of time, materials, equipment, and personnel in making the copies.
- C. The value of the reproduction on the commercial market. Note: The Town may charge the requestor the same amount for the copy of the public record that he or she would pay a private vendor for the same information or record.

3. If the requestor obtains records for a commercial purpose without indicating the purpose, or if he or she obtains the records for a non-commercial purpose, and then uses or allows the use of the records for a commercial purpose, in addition to other penalties, he or she will be liable for damages three times what the Town could have charged had it known the information would be used for a commercial purpose, plus costs and attorney fees. A.R.S § 39-121.03(C). If a false statement is given, the requestor may be guilty of a felony (A.R.S. § 39-161).

**Duty to Disclose Public Records; Legal Exceptions**

Any record created or received by the Town of Youngtown is presumed to be public in nature and must be released upon request. However, Arizona law permits denial of access to certain kinds of information if release of the information impinges on privacy interests, is confidential, would interfere with a legitimate government function, would not be in the best interest of the Town, or is otherwise legally protected. If the custodian of records believes that the commercial purpose of a copy or copies is a misuse of public records or an abuse of the right to receive them, the custodian of records may refuse a request.

**Public Records Request Fees**

Note: Not all documents are considered a public record. You will be advised if what you are requesting is considered protected information and will not be disclosed.

These are our service fees:	<b>Copies</b>	<b>\$ 0.50 per page (letter size)</b>
		<b>\$ 0.75 per page (legal size)</b>
		<b>\$ 1.00 per page (11x17)</b>
	<b>Town Code</b>	<b>\$ 300.00</b>
	<b>Zoning Code</b>	<b>\$ 200.00</b>
	<b>CD Discs/USB</b>	<b>\$ 15.00</b>

**Research= \$25.00 per hour (\$5.00 minimum) for (COMMERCIAL PURPOSES ONLY)**

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**TOWN OF YOUNGTOWN**  
**PUBLIC RECORDS INSPECTION AND COPY REQUEST FORM**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Time of Request: \_\_\_\_\_

**It is requested that the following records be released: (Please be specific)**

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In accordance with the provisions of Arizona Revised Statutes, **Section 39-121.03.**, certain legal restrictions exist on the commercial use of public records. The requested records will be used for:

**Personal/Non-Commercial**       **Commercial purposes**       **Media**

These records will be used for the following purpose(s): (Please be specific.)

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**Please check to confirm:**       **I am requesting to inspect the designated records only.**

**I am requesting a copy of the designated records.**

I, \_\_\_\_\_, declare that I have read the Information and Instructions attached to this form and understand the contents herein. Under penalty of perjury, I declare the information I have provided is true and correct and that the records received pursuant to this request will not be used for a purpose other than has been identified herein.

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

NOTE: Charges are as set forth in the fee schedule in the Information and Instruction Sheet. Commercial requests may have additional fees. Transmittal of records will be by hard copy unless the Town and requesting party agree to some other form. If you are requesting the Town provide you copies by mail or email (subject to Town approval), you will first need to pay the associated fees. Please provide the applicable information:

Email \_\_\_\_\_ Mail \_\_\_\_\_ Pick-Up \_\_\_\_\_

**REQUEST FOR PUBLIC RECORDS**  
**Town of Youngtown-Documents & Records for all Departments**

**INVOICE**

EMPLOYEE ISSUING COPIES: \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_

DATE CALLED: \_\_\_\_\_

DATE PICKED UP: \_\_\_\_\_ TIME PICKED UP: \_\_\_\_\_

\_\_\_\_\_ # OF PAGES X \_\_\_\_\_ COST = \_\_\_\_\_ # OF AUDIO TAPES @ \$5 EA. = \_\_\_\_\_

\_\_\_\_\_ # of CD DISC'S @\$15.00 each = \_\_\_\_\_

\_\_\_\_\_ # OF RESEARCH HRS. X \$25= \_\_\_\_\_ OR \$5 MINIMUM (COMMERCIAL USE ONLY)

\_\_\_\_\_ # OF TOWN CODE BOOKS @ \$300.00 EACH = \_\_\_\_\_

\_\_\_\_\_ # OF TOWN ZONING BOOKS @ \$55.00 EACH = \_\_\_\_\_

Shipping and handling fee/first class rate = \$ \_\_\_\_\_

Note: Town Code (including zoning code) and recent ordinances are available on Town Website at [www.youngtownaz.org](http://www.youngtownaz.org)

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**CHARGE FOR SERVICE**        \$ \_\_\_\_\_

**LESS PRE-PAYMENTS MADE** \$ \_\_\_\_\_

**RECEIPT #:** \_\_\_\_\_

**TOTAL AMOUNT DUE:**        \$ \_\_\_\_\_

**RECEIPT #:** \_\_\_\_\_

Method of payment:

CASH: \_\_\_\_\_

\*\*\*CHECK: \_\_\_\_\_

\*\*\*MONEY ORDER or \*\*\*CASHIER'S CHECK: \_\_\_\_\_

**\*\*\*ATTACH A COPY TO THIS FORM.**  
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For commercial purposes; the cost for obtaining original or copies of the records \$ \_\_\_\_\_

For commercial purposes; the value of the reproduction on the commercial market \$ \_\_\_\_\_