# CITY OF SAN LUIS

P.O. Box 1170 | 1090 E. Union Street
San Luis, AZ 85349-1170
Phone (928) 341-8520 | Fax (928) 341-8539
www.cityofsanluis.org

## PUBLIC RECORD REQUEST

**Instructions: 1) Complete this form, providing as much information as possible. Failure to do so may delay processing.**

Requestor's Name: _____ Date: _____

Address: _____

(Cost of Postage will apply if records are to be mailed)

Telephone Number/Email Address: _____

(To contact you if there are questions, delays or records are ready for pickup)

**FEES:** A fee of $0.25 per page will be charged for paper copies. An hourly fee of $25.00 per staff person time in excess of two (2) hours necessary to fulfill the request may also be charged for both electronic records and paper copies. If it is necessary for a City contractor to research records, the requesting party will be so advised of the hourly rate for this service charged to the City. The requesting party will be charged at the rate charged to the City. For voluminous requests, staff will estimate the cost which will be paid in advance as a deposit until the actual charge is calculated for the final payment.

Indicate whether you desire to inspect or copy public records: □ Inspect □ Copy □ Email

Records Requested: Please be as specific as possible. ***(Request for Official Police Report/Records fill out page 2.)***

_____

_____

_____

### STATEMENT OF PURPOSE

Under Arizona Revised Statutes, Section 39-121.03, I state:
Check One:

□ That the City records I requested will not be used for commercial purpose(s); or

□ That the City records I requested will be used for commercial purpose(s) (Monetary Gain):

*(Commercial purpose is defined as: "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 record 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 such public record." A.R.S. § 39-121.03 (D))*

***If for a commercial purpose, please explain intended use:***

_____

_____

_____

*(Please note: The City will endeavor to fulfill requests promptly. However, records are stored in various locations and some may contain confidential information that requires review and possible redaction. Additional time may be necessary to process such request.)*

**For Office Use Only**

| **Fees** | Date Received: _____ Department: _____ |
|---|---|
| Copies $0.25 x _____ Copies = _____ | Received By: _____ Signature: _____ |
| Information on CD $20.00 _____ | Date Completed: _____ |
| Commercial or Color Copies | What provided in Response: _____ |
| Copies $0.50 x _____ Copies = _____ | _____ |
| | _____ |
| Hourly Staff Time $25.00 hourly _____ | **City Attorney Approval:** |
| $25.00 x _____ x _____ = _____ | □ Approved □ Approved with redactions □ Denied |
| Hours No. of Staff | Notes: Reason for redaction or denial: |
| | _____ |
| Others fees may be charged as passed by City Council. | City Attorney's Signature: |

**POLICE REPORT** **Fee** $0.25 per page

**Report Number #** _____

**Type of incident**

☐ Assault ☐ Burglary ☐ Theft ☐ Domestic Violence ☐ DUI ☐ Traffic Accident

☐ Other: Date/Time of Incident _____ Location _____

Names of Involved Parties:

_____ _____
Full Name DOB

_____ _____
Full Name DOB

_____

_____

_____

**Call For Service/Event History** ☐

**Fee $5 -** A list of Calls For Service originating from a specific address during a specific time frame.

Location _____

Date: From _____ to _____

☐ **Audio Recording : Fee $20.00** (When Available for above report) ☐ **Photo CD: Fee $20** (When Available for above report)

☐ **Photo on Paper: Fee .50 Cent each** (When Available for above report)

NOTICE: A person who obtains a public record for 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 or who obtains a 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 in addition to other penalties be liable to the state or the political subdivision from which the public record was obtained for damages in the amount of three times the amount which would have been charged for the public record had the commercial purpose been stated plus costs and reasonable attorney fees or shall be liable to the state or the political subdivision for the amount of three times the actual damages if it can be shown that the public record would not have been provided had the commercial purpose of actual use been stated at the time of obtaining the records. A.R.S. §39-121.03 (C)