



DOUGLAS A. DUCEY
Governor

THOMAS BUSCHATZKE
Director

ARIZONA DEPARTMENT of WATER RESOURCES
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Public Records Request Form

Please type or print clearly. You may submit this form by email to PRR@azwater.gov or via fax at 602-771-8681.

Requester Name: _____

Requester Company: _____

Requester Address: _____

E-mail: _____ Phone: _____ Fax: _____

Responsive records may result in original material. By signing below, I acknowledge my responsibility not to deface, alter or manipulate these records in any way.

Upon completion of search, responsive records can be reviewed, by appointment, on site at 1110 W Washington St, Suite 310, Phoenix, AZ 85007. Appointments will be coordinated by the Public Records Coordinator.

Reproduction costs of records:

Photocopy: \$0.25 per printed side.

Certified Copy: \$5.00 per page of certification.

Microfiche: \$0.30 per page.

Commercial Use: All costs associated with the reproduction and/or recovery of records from off-site storage facilities.

CD: \$5 per CD plus any necessary scanning costs.

DVD: \$10 per DVD plus any necessary scanning costs.

Request description, i.e. ADWR file number(s):

_____ Check here if this request is in response to a legal or public notice

If so, please indicate the date objections or comments are due: _____

Check one of the following regarding commercial use of records:

_____ The requested records **will not** be used for a commercial purpose, as defined in A.R.S. § 39-121.03(D), provided on the second page of this document.

_____ The requested records **will** be used for commercial purpose. I certify that the following statement setting forth the commercial purpose for which the above-requested records will be used is true, correct and complete:

Signature: _____ Date: _____

A.R.S. § 39-121.03. Request for copies, printouts or photographs; statement of purpose; commercial purpose as abuse of public record; determination by governor; civil penalty; definition

- A. When a person requests copies, printouts or photographs of public records for a commercial purpose, the person shall provide a statement setting forth the commercial purpose for which the copies, printouts or photographs will be used. Upon being furnished the statement the custodian of such records may furnish reproductions, the charge for which shall include the following:
1. A portion of the cost to the public body for obtaining the original or copies of the documents, printouts or photographs.
 2. A reasonable fee for the cost of time, materials, equipment and personnel in producing such reproduction.
 3. The value of the reproduction on the commercial market as best determined by the public body.
- B. If the custodian of a public record determines that the commercial purpose stated in the statement is a misuse of public records or is an abuse of the right to receive public records, the custodian may apply to the governor requesting that the governor by executive order prohibit the furnishing of copies, printouts or photographs for such commercial purpose. The governor, upon application from a custodian of public records, shall determine whether the commercial purpose is a misuse or an abuse of the public record. If the governor determines that the public record shall not be provided for such commercial purpose the governor shall issue an executive order prohibiting the providing of such public records for such commercial purpose. If no order is issued within thirty days of the date of application, the custodian of public records shall provide such copies, printouts or photographs upon being paid the fee determined pursuant to subsection A.
- C. A person 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 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.
- D. For the purposes of this section, "commercial purpose" means 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 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. 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.