



Camp Verde, Arizona

Public Records Request

Public record requests should be submitted to Town departments in writing. Department management has the discretion to accept verbal public record requests for data that is readily available.

The standard forms supplied with this policy should be completed by a petitioner *before* any public record is released, unless the petitioner has already provided all the information in writing.

Any person may request to examine or be furnished copies, printouts, or photographs of any public record during regular office hours. However, if the custodian does not have the facilities for making copies of the public records, the copies may be made while the public records remain in the control of the custodian and subject to the custodian's supervision. The Town is not required to allow the petitioner to make his own copies.

Requests for Inspection of Public Records

The person making a public records request must be specific in the request so as not to interrupt daily activities. While the public has a right to inspect public records, this is not an unlimited right. Inspection is subject to reasonable rules and regulations. It is the responsibility of the custodian to safeguard the records, avoid unreasonable disruption of the functioning of the office, provide reasonable supervision and ensure there is no confidential information in the records to be reviewed prior to the inspection. As such, public inspection of records must be approved by the department head and scheduled if such request will interrupt normal day-to-day activities. Contact the Clerk or Town Attorney if you have any questions or concerns with this type of request.

**NON-COMMERCIAL PURPOSE
Public Record Request**

To: _____ (Designate Record Custodian)

Request is hereby made to inspect reproduce the following record(s): (indicate document name, page numbers, address, and permit number where applicable. Attach 8.5" X 11" sheet if necessary.)

Will not be used for a commercial purpose: 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 such public record for the purpose of solicitation or the sale of such 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 records." Pursuant to ARS §39-121.03, the record(s) are requested are for **Non-Commercial** purposes only.

I certify that all information provided is true and correct under penalty of perjury. I agree to pay the fee or deposit of \$_____ for these records. I also agree that the public records will not be transmitted or resold to any other person or entity without specific authorization from the Town's record custodian. I agree to delete all data acquired via this request from my databases and all other electronic media forms upon completion of the purpose or use for which this request is made. I agree not to hold the Town of Camp Verde liable for any inaccurate or incomplete information that I may receive. ¹

Signed: _____ Date: _____

Address: _____ City/State/Zip: _____

"A person who obtains public records 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 uses 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 them 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 (3) times the amount which would have been charged for the public record had the commercial purpose been stated plus costs and reasonable attorney's fees or shall be liable to the state or the political subdivision for the amount of three (3) 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.

¹ Requestor/purchaser understands and agrees that the Town of Camp Verde does not guarantee the accuracy of the data and information requested and hereby expressly disclaims any responsibility for the truth, lack of truth, validity, invalidity, accuracy, inaccuracy of any said data and information. Requestor/Purchaser accepts responsibility for requester/purchaser's unauthorized use or transmission of any such data or information in its actual or altered form.