CITY OF PEORIA, ARIZONA
Request for Public Records
(A.R.S. Title 39)

ROUTED TO: (Name & Department)

RETURN COMPLETED FORM TO RIM!!

Name:	Date:	**NUMBER OF COPIES MADE**
Agency Name: Address:	Phone: Email Address:	CHARGES ARE BASED ON FEES ESTABLISHED IN TABLES LISTED IN CHAPTER 2 OF THE PEORIA CITY CODE.
City: State: Zip:		**TOTAL AMOUNT DUE**

PLEASE NOTE: Active public records are in various locations within the City. The City requests that a reasonable amount of time be expected for responding to any request to copy or inspect City records. The City may require additional time to process more difficult requests and if so, an estimated time frame will be provided to the requestor.

Indicate whether you desire to inspect or copy public records

- ❑ Inspect
- ❑ Copy

Indicate whether you are using the public record for a commercial or non-commercial purpose.

- ❑ Commercial*
- ❑ Non-Commercial
- ❑ Legal

Specifically describe the record requested for inspection or copying:

_____

_____

_____

_____

_____

_____

_____

**** A.R.S. 39-121.03D –Commercial purpose includes any 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 to another for the purpose of solicitation or for any purpose where the purchaser can reasonably anticipate the receipt of monetary gain from direct or indirect use of the record. When a person requests copies of City records for commercial purposes, a statement setting forth the commercial purpose for which the copies will be used must be provided.***

Commercial Purpose Statement:

FOR RIM OFFICE USE ONLY

DATE RECEIVED: _____ BY:

DATE PROCESSED: _____ LOC:

LEGAL REVIEW REQUIRED: Yes _____ No _____

REQUEST APPROVED: ❑

REQUEST DENIED: ❑

COMPLETION DATE/INITIALS

IMPORTANT NOTICE WITH RESPECT TO COPYRIGHTED MATERIALS

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