

**TOWN OF CLARKDALE
PUBLIC RECORDS REQUEST
INFORMATION AND INSTRUCTION SHEET**

Non-Commercial Request

- 1. Any person may request to examine or be furnished copies, printouts or photographs of any public record during regular office hours (8:30-4:30 Monday – Friday).**
- 2. To request inspection and/or copies, printouts or photographs of public records, please complete the appropriate portion of the form on the reverse, and present it to the department that has the records requested. Please be specific so that the records can be easily identified.**
- 3. The Town will charge an amount for reproducing the requested material , as allowed by law. Such amount should be paid prior to receipt of the materials. Any checks should be made payable to: Town of Clarkdale**

Commercial Request

- 1. If the request is for commercial purposes, this must be indicated on the form. A “commercial purpose” is:**

Use of a public record for purpose of sale or resale or for the purpose of producing a document constraining all or part of the copy, printout or photograph or sale or the obtaining of names and addresses from such public records 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 or monetary gain from the direct or indirect use of such public record.

- 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, printouts or photographs to be reproduced.**
 - B. A reasonable fee for the cost of time, equipment, and personnel in making the copies, and**
 - C. The value of the reproduction on the commercial market.**
- 3. Please note that if the requester obtains records for a commercial purpose without indicating the commercial 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, he or she will be liable for damages in the amount of three times what the Town of Clarkdale could have charged had it known, plus costs and attorneys fees. A.R.S. § 39-121.03(C). If a false statement is given, the requester can also be guilty of a felony. A.R.S. § 39-161.**