



Bullhead City Fire District

Public Records Request Policy

Request for Public Records (A.R.S. Title 39)

Access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state. Upon a request that reasonably describes an identifiable record or records and under the provisions of A.R.S. §39-121, Public Records Law, a person may request to examine or be furnished copies of any public records of the Bullhead City Fire District unless the interests of privacy, confidentiality, or best interest of the state outweigh the general policy of open access.

PUBLIC RECORDS REQUESTS FEES CHARGED: The District reserves the right to recover expenses incurred in providing requested records. A charge will be levied for all such copies made at District expense. For non-commercial requests, a **\$.35 per page fee** will be charged for each page copied or printed, or \$10.00 if copies are reproduced to a CD. Charges for a commercial request shall include: an amount per page approximately equal to the cost of reproducing the requested materials; a reasonable fee for the cost of time, equipment, and personnel in making the copies; and the value of the reproduction on the commercial market. The District reserves the right to require that any public record request fees including postage, if applicable, be paid prior to the record retrieval process. The District will notify the individual making the request of the estimated expense in advance of the request being completed and processed.

COMMERCIAL REQUESTS: Arizona State law has distinguished between commercial and noncommercial requests for public records. Commercial purpose means the use of a public record for the purpose of sale or resale, 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.

PLEASE NOTE: 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 District would have charged had it known, plus costs and attorney 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.

RESPONSE TIME: Every effort will be made to respond to a request for documents within a ten work-day period. However, the extent of the research necessary will determine the actual time required to produce copies of requested documents. Many records are in storage at various locations in the District and will need to be retrieved for inspections and for copying. Occasionally, legal review by the District's Attorney may be necessary if issues of privacy or confidentiality arise. This may result in a brief delay in providing an appropriate response to your request.

At the discretion of the Bullhead City Fire District, copies of requested documents may either be mailed by certified mail to the requestor or provided in person when documents have been duplicated and are ready for pick up. If documents are picked up in person, identification and a signature of the receiving party are required at time of pick up. If documents are mailed, requestor will be charged according to the current rate for postage by certified mail with a return receipt.

The Executive Administrative Manager may notify Bullhead City Fire District employees when a request for their records has been made.

The request must be made during regular office hours on the Bullhead City Fire District's Public Records Request form. All requests without the required information completed in full, will be returned to sender. If you have questions with regards to completion of the form, you may contact the Administration Office at (928) 758-3925.

Bullhead City Fire District

Bullhead City Fire Department
1260 Hancock Road Bullhead City, AZ 86442
(928) 758-3971



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Public records, for non-commercial purposes are provided at a cost of **\$.35 per page**. For charges related to commercial requests, the charges shall include the following: 1) A portion of the cost for obtaining the original or copies of the requested documents; 2) a reasonable fee for the cost of time, materials, equipment and personnel in producing such reproduction, and 3) the value of the reproduction on the commercial market as best determined by the District.

Please provide the information requested below. If you do not have the necessary information, you may contact the Administration Office at (928) 758-3925.

REQUESTOR NAME: _____

STREET: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____

Email Address: _____ (If Applicable)

REQUEST FOR: Commercial Non-Commercial Custom View Only Copy

Under the provisions of A.R.S. §39-121, Public Records Law, it is requested that the following records be released (please be specific):

Documents to be viewed only, no copies required.

Custom

Copies requested.

Copies to be scanned and emailed.

Documents to be mailed. *An additional charge for certified mail costs will apply to all mail requests.

Documents will be picked up. _____ Date: _____

Signature of receiving party

The requested documents will not be used for commercial purposes.

COMPLETE THIS SECTION "ONLY IF" THE COPY REQUEST IS FOR A COMMERCIAL PURPOSE

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 District records for commercial purposes, a statement setting forth the commercial purpose for which the copies will be used must be provided.

If the request is for commercial purposes, please indicate how these records will be used:

Please complete and return this form to:

BULLHEAD CITY FIRE DISTRICT
ADMINISTRATION OFFICE
1260 HANCOCK ROAD
BULLHEAD CITY, AZ 86442

Checks must be made payable to: Bullhead City Fire District

Requestor's Signature _____ Date: _____

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

FIRE DISTRICT USE ONLY

Date Request Received _____	Date Processed _____	Processed By _____	Employee / Division _____
Request Approved <input type="checkbox"/>	Request Denied <input type="checkbox"/>	Disposition _____	Notified <input type="checkbox"/>
Authorized By: _____	Date: _____		Public Records:
Copies \$ _____	Postage \$ _____	Other \$ _____	Total Amount Received \$ _____
			Emailed <input type="checkbox"/>
			Viewed <input type="checkbox"/>
			Mailed <input type="checkbox"/>
			Picked Up <input type="checkbox"/>