PUBLIC RECORDS REQUEST
Statement of Commercial Purpose
Pricing Computation Worksheet

A commercial purpose is defined by A.R.S. §39-121.03 as the use of public record for the purpose of:

- *The sale or resale or for the purpose of producing a document containing all or part of the copy, printout, or photograph for sale, or*
- *Obtaining of names and addresses from such public records for the purpose of solicitation, or*
- *For a purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such public record.*

The specific information which will be utilized from the record(s) requested on _____ *(Date of Request)*
is:

_____
_____
_____

Which will be used for:

1. Sale or resale to _____ *(identify market)* for $_____ *(price or cost)* per _____.
2. Producing a document, information or other material containing all or part of the information in the public record: *(Describe document or material and price)*_____
   _____
   _____
   _____
3. Solicitation to _____ *(Identify market)* for *(what)* _____ or $_____ *(price)*
4. Soliciting a business or commercial relationship. *(Describe and give price or value)*_____
   _____
   _____
5. Other purpose: *(Describe and give price or value)* _____
   _____
   _____

☐ I agree to pay the fee of $_____ for these records.

☐ I agree to pay the deposit of $_____ for these records and shall pay the remaining balance of $_____ prior to receiving the requested record(s).

_____ _____
Applicant *Date*

CITY OF TEMPE'S COPY FEE SCHEDULE

The following applies to all public records requests:

1. After receipt of your request, you will be notified when the public records are available for inspection or pick-up. Payment is due for copies when they are picked up.

2. If paying by check, please make the check payable to the City of Tempe.

3. Charges:

- **Non-Commercial Requests:**

  - E-mail Documents produced via e-mail — No per page charge

  - Hard Copies of Routine Records — 25¢ per page

  - Audio Tapes, Video Tapes, CDs, DVDs — (See below)

  - The City will charge the costs associated with copying and producing the information onto an audio tape, CD or DVD. The cost will be $10.00 for the first half hour and then $7.50 per additional half hour. There will be a minimum charge of $10.00. However, there is no charge for finding the requested documents.

  - Photographs:

3 x 5 color copy	$5.00 per copy
8 x 10 color copy	$10.00 per copy
CD of photographs	(See above)

  - Individual departments should be consulted for fees associated with special formats such as oversized materials, color copies, et cetera.

- **Commercial Requests:**

  - The charge for commercial public records requests will be based upon: (1) the value of the reproduction on the commercial market as best determined by the public body, (2) a reasonable fee for the cost of time, materials, equipment and personnel in producing such reproduction, and (3) a portion of the cost to the public body for obtaining the original or copies of the documents, printouts or photographs. A.R.S. § 39-121.03(D).

- **Custom Requests:**
    - A custom request is one for a record or format that does not currently exist. Should you make a custom request and if the City determines that it will fulfill the request, the City will contact you with an estimated cost.

FOR OFFICIAL USE ONLY

Public Records Request Received: Name: _____ Date: _____
Staff Member Responsible for Filling Request: _____
Routed to (list departments): _____
_____
Follow-up with Requester (explain & date):_____
_____
City Attorney Approval (if necessary): Init: _____ Date: _____
Fee Quotation Provided to Requester (if necessary): Init: _____ Date: _____
Records Provided to Requester: Init: _____ Date: _____
(circle one) mailed picked-up faxed
____ Pages ____ Audio Tapes ____ Video Tapes ____ Floppy Disk
Payment Total Received: $_____ Date: _____