

## PUBLIC RECORDS REQUEST

- |                                  |  |
|----------------------------------|--|
| <b>About this form</b>           | <ul style="list-style-type: none"> <li>Use this form to request a public record from Phoenix-Mesa Gateway Airport Authority ("PMGAA") under A.R.S. § 39-121.03.</li> <li>To assist PMGAA in its effort to process your request, please be specific when identifying the document or record.</li> </ul>   |
| <b>Fees</b>                      | <ul style="list-style-type: none"> <li>PMGAA offers inspection of public records (A.R.S. § 39-121) with reproduction of documents available; fee schedule reflected in PMGAA's <a href="#">Rates &amp; Charges</a>. PMGAA will contact you about copying fees associated with your request.</li> <li>Records or parts of some records may not be subject to public dissemination under Arizona law. PMGAA will notify you if the releasing of the record is restricted under law, or if parts of the record requested will be redacted.</li> </ul> |
| <b>How to complete this form</b> | <ul style="list-style-type: none"> <li>Must be written (printed) legibly or computer generated for accuracy.</li> <li>For your convenience, this form has been designed to be filled out electronically and printed to a printer.</li> <li>Notarization is not required.</li> <li>Return by mail at the address above or in person; Attention Clerk of the Board.</li> </ul> <p><b>Office Hours: Monday thru Thursday, 7 a.m. to 6 p.m. except for observed Holidays. We are closed on Fridays.</b></p>  |

### 1. Information Requested

**Check one:**    **Electronic Copy\***    **Paper Copy**    **Inspection of Record (on site)**

\*Electronic copies (files) greater than 5MB will be saved to a CD and you will be charged accordingly.

Name or Description of Record/Document *(provide as much detail as possible)*

### 2. Use of Record (Review the laws on Page 2.)

**The requested information will be used for (check one):**    **NON-Commercial** purposes.    **COMMERCIAL** purposes.  
If you intend to use this document/record for commercial purpose state the commercial purpose in the field below for which the above requested public records will be used. A commercial use fee may apply.

### 3. Contact Information

First Name	Last Name	Organization	
Address	City	State	Zip
Telephone	Fax	Email	

### 4. Signature

**STATEMENT:** I understand that the copy or other reproduction of the public record which I have requested is to be used solely for the purposes as stated on this form. I declare that such copies or reproductions will not be used directly or indirectly for a different purpose other than prescribed on this form. I understand that copying and/or postage fees may be associated with my request.

Signature	Date
-----------	------

**A.R.S. 39-121.03 REQUEST FOR COPIES, PRINTOUTS OR PHOTOGRAPHS; STATEMENT OF PURPOSE; COMMERCIAL PURPOSE AS ABUSE OF PUBLIC RECORD; DETERMINATION BY GOVERNOR; CIVIL PENALTY; DEFINITION**

**REQUEST FOR COPIES, PRINTOUTS OR PHOTOGRAPHS; STATEMENT OF PURPOSE; FEES**

A. When a person requests copies, printouts or photographs of public records for a commercial purpose, the person shall provide a statement setting forth the commercial purpose for which the copies, printouts or photographs will be used. Upon being furnished the statement the custodian of such records may furnish reproductions, the charge for which shall include the following:

1. A portion of the cost to the public body for obtaining the original or copies of the documents, printouts or photographs.
2. A reasonable fee for the cost of time, materials, equipment and personnel in producing such reproduction.
3. The value of the reproduction on the commercial market as best determined by the public body.

**COMMERCIAL PURPOSE AS ABUSE OF PUBLIC RECORD; DETERMINATION BY GOVERNOR**

B. If the custodian of a public record determines that the commercial purpose stated in the statement is a misuse of public records or is an abuse of the right to receive public records, the custodian may apply to the governor requesting that the governor by executive order prohibit the furnishing of copies, printouts or photographs for such commercial purpose. The governor, upon application from a custodian of public records, shall determine whether the commercial purpose is a misuse or an abuse of the public record. If the governor determines that the public record shall not be provided for such commercial purpose the governor shall issue an executive order prohibiting the providing of such public records for such commercial purpose. If no order is issued within thirty days of the date of application, the custodian of public records shall provide such copies, printouts or photographs upon being paid the fee determined pursuant to subsection A.

**CIVIL PENALTY**

C. A person who obtains a public record 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 use 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 it 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 times the amount which would have been charged for the public record had the commercial purpose been stated plus costs and reasonable attorney fees or shall be liable to the state or the political subdivision for the amount of three 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.

**DEFINITION OF COMMERCIAL PURPOSE**

D. For the purposes of this section, "commercial purpose" means 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 public records for the purpose of solicitation or the sale of 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 the public record. Commercial purpose does not mean the use of a public record as evidence or as research for evidence in an action in any judicial or quasi-judicial body.

**\* PMGAA OFFICE USE ONLY \***

**Executive Director/CEO Authorization:** \_\_\_\_\_

**PRR#:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_

**Assigned to:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Total Pages (sides):** \_\_\_\_\_ **@** \_\_\_\_\_ **per page (side) =** \_\_\_\_\_

**Total Amount Due by Customer:** \_\_\_\_\_

**Notes:**