

**REQUEST FOR PUBLIC RECORDS**

**(A. R. S. §39-121 et. seq.)**

**The following public records are requested for:**

**Inspection Copying Non-commercial Commercial**

 (See Deputy Town Clerk)

 ***A request should be for identifiable public records reasonably described with some specifics****.*

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The fore going records will be made available for inspection and or copying by the Town Clerk's office during normal business hours, or you can wait whenever possible. If the request cannot be filled immediately, staff will contact you within two business days to notify you when the request can be filled.

 ***Copies of non-commercial records will be provided at the following rates; payable in advance:***

 **Non-Certified photocopies $ .75/page**

 **Certified photocopies $1.25/page**

 **Audio on Flash Drive $5.00/per drive**

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Name of Person making request (print) Date of request Time of request

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street/P.O. Box #, City, State and Zip Code Telephone Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

*Request Received By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_*

*Request filled by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_*