



**Public Safety Personnel Retirement System
Public Record Request**

Send by mail or return the form in person to:
Public Safety Personnel Retirement System
3010 East Camelback Rd., Suite 200, Phoenix, AZ 85016-4416

OR e-mail a scanned or electronic version to:
records@psprs.com OR by fax to: (602)296-2369

Office Hours: Monday through Friday, 8 a.m. to 4:30 p.m., except state holidays. Website: www.psprs.com

DO NOT WRITE IN THIS SPACE

FOR OFFICE USE ONLY
Public Records Request REV. 04/14/2020

~ PUBLIC RECORDS REPRODUCTION REQUEST ~

About this form

- Use this form to request a public record from our office under Arizona Revised Statutes, Title 39, Ch. 1, Article 2 et seq.
- To assist our office in its effort to process your request, please be specific and identify the document or record by name

How to complete this form

- This form must be written (printed) legibly or computer generated for accuracy
- For your convenience, this form has been designed to be filled out electronically at our website and printed to your printer
- Notarization is not required

Fees:

- Our office offers inspection of public records (A.R.S. § 39-121) with reproduction of documents available at 10¢ a page for non-commercial use
- The fee schedule for commercial requests is posted on our website
- Records or parts of some records may not be subject to public dissemination under Arizona law. Our office will notify you if the releasing of the record is restricted under law or if parts of the record requested will be redacted

Please remember our office may not be the custodian of the document or record you are requesting. We will make every effort to assist you with your request.

1. Document Information <i>Check One</i>	<input type="checkbox"/> Paper copy	<input type="checkbox"/> Certified Copy	<input type="checkbox"/> Electronic Copy	<input type="checkbox"/> Records inspection (in-person A.R.S. § 39-121)
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Name of record or document (for example: contract, meeting minutes, committee minutes, CARF report, etc.)

Name(s) of person(s) on the record or document

Please notify me to pick up this record in person I am requesting this information be sent by mail (additional fees may apply)

2. Use of Record – Review the laws on page 2.

I have reviewed and read the information on the back of this form.

The requested records will be used for (check one):

NON-commercial purposes. **COMMERCIAL purposes.** If you intend to use these documents 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 will apply.

Commercial Use Disclosure Statement under A.R.S. § 39-121.03

3. Contact Information

First and Last Name or Company Name

Mailing Address –(include street or box number)	City	State	Zip Code
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Telephone Number ()	Fax Number (include area code) ()	E-mail Address
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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
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Public Records Request Form Public Safety Personnel Retirement System

PUBLIC RECORDS REPRODUCTION

A.R.S. § 39-121.01 (D)(1)

...The custodian may require any person requesting that the custodian mail a copy of any public record to pay in advance for any copying and postage charges."

A.R.S. § 39-121.03

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

A. A person requesting copies, printouts or photographs of public records for a commercial purpose shall, upon making such a request, provide a certified statement setting forth the commercial purpose for which the copies, printouts or photographs will be used. Upon being furnished the verified 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 state for obtaining the original or copies of the documents, printouts or photographs.
2. A reasonable fee for the cost of time, equipment and personnel in producing such reproduction.
3. The value of the reproduction on the commercial market.

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 verified 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.

CIVIL PENALTY

C. A person who obtains public records 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...

DEFINITION OF COMMERCIAL PURPOSE

D. As used in 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...

A.R.S. § 39-122. Free searches for and copies of public records to be used in claims against United States; liability for noncompliance

- A. No state, county or city, or any officer or board thereof shall demand or receive a fee or compensation for issuing certified copies of public records...
B. Notaries public shall not charge for an acknowledgment to a document which is to be so filed or presented.
C. The services specified in subsections A and B shall be rendered on request of an official of the United States, a claimant, his guardian or attorney.

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Table with 4 columns: Initials, Fees associated Initials with this request (Copying fee, Postage, Commercial Fee), PAID BY (Check, Cash), and Requestor notified by, Requestor notified on (Date), Notes.