

TOWN OF STAR VALLEY
PROCEDURE FOR HANDLING PUBLIC RECORDS REQUESTS

1. The Town Clerk will receive the request. The request must be in writing and reasonably identify documents.
2. The Clerk's office will notify the impacted departments, and the Town Attorney's office via email. The email will include a copy of the request for documents, and a due date when the documents will need to be returned to the Clerk. (Should be no greater than 3 days).
3. If the Town Clerk's office cannot respond to the request immediately (within 24 hours), they will respond to the person making the request, and advise them of how long we anticipate it will take to furnish the requested public records (this will insure that we respond promptly).
4. Upon notice, the department maintaining the requested documents will make copies of the requested documents, and forward them to the Clerk's Office.
5. If no documents exist, the department should notify the Town Clerk's Office in writing that no records exist. The Town Clerk will then notify the requestor of the documents that no such documents exist.
6. If the documents do exist, the Town Clerk will then forward the documents to the Town Attorney's office. If information needs to be redacted, the Town Attorney's office will make the necessary redactions (3 business days).

Note: All documents are deemed public records. If a department feels that certain information should be redacted, please forward that concern to the Clerk's Office and Town Attorney's office with the copies of the records. The departments should not be conducting any redaction of any information unless directed to do so by the Town Attorney's office.

7. The Town Attorney's Office will return the documents to the Town Clerk's Office. If certain information is being redacted, the Town Attorney's office will provide the explanation in the form of a letter to the person requesting the documents.
8. The Town Clerk will then make a copy of the response to the request and maintain for Town records.
9. The Town Clerk will then furnish the documents to the requestor. At that time, the Clerk's Office will charge the appropriate fee for the records.

TOWN OF STAR VALLEY
PUBLIC RECORDS INSPECTION AND REPRODUCTION REQUEST FORM

This document represents the request of _____
Name

Address

Telephone Number of Requesting Party

Submitted to the records custodian of the Town of Star Valley on _____ requesting
Date and Time

that the records custodian provide access to and/or copy or other reproduction of certain public records specified below:

Indicate with specificity the records(s) you wish to inspect and/or reproduce (please circle option):

Indicate whether the record(s) is (are) to be inspected and/or used for:

Commercial Purposes

Non-Commercial Purposes

If the record(s) is (are) to be inspected and/or used for commercial purposes, specifically state those purposes below: _____

I, _____, declare that I have read the information and instruction sheet accompanying this form (or A.R.S. § 39-121.03 itself) and understand the contents therein. I further declare under penalty of perjury that the foregoing is correct and true.

Requesting Party's Signature

*****PLEASE SEE IMPORTANT INFORMATION ON THE FOLLOWING PAGE *****

TOWN OF STAR VALLEY
PUBLIC RECORDS INSPECTION AND REPRODUCTION REQUEST FORM

INFORMATION AND INSTRUCTION SHEET

Requesting Party: **Please read and note the following information and instructions.**

Pursuant to A.R.S. § 39-121.01(D), any person may request to examine or be furnished copies, printouts or photographs of any public record during regular office hours (8:00a.m – 5:00 p.m. Monday – Friday). A records custodian for the Town may furnish or cause to be furnished such copies, printouts or photographs in response to a written request and will charge a fee of \$0.50 per page, or in the case of maps or large sheets, the price that the Town is charged to reproduce such copies.

A person requesting to inspect and/or obtain copies, printouts or photographs of public records in person should complete the Town of Star Valley Public records Inspection and Reproduction Request Form and present it to the Town Clerk for processing.

Pursuant to A.R.S. § 39-121.03, any person requesting copies, printouts or photographs of public records for a Commercial Purpose must provide a Statement setting forth the commercial purpose for which the copies, printouts or photographs will be used. A person providing a statement setting forth the commercial purpose for which the reproduction will be used may be furnished such reproduction at the discretion of the records custodian for a fee of \$0.50 per page or in the case of maps or large sheets, the price that the Town is charged to reproduce such copies.

If the records custodian believes that the commercial purpose of a reproduction is a misuse of public records or an abuse of the right to receive them, the records custodian may refuse a request for reproduction of such record for said commercial purpose and may request the Governor to prohibit the furnishing of reproductions for such commercial purposes by Executive Order. If an Executive Order is not issued within thirty (30) days of the custodian’s application, the requesting party will be furnished such reproduction for the commercial purpose set forth in his or her statement.

“Commercial purpose” is broadly defined by law as “any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such public record.” A.R.S. § 39-121.03(D).

“Commercial purpose” includes copies of records for sale or resale and copies of printouts of names and addresses for purposes of solicitation of business.

IMPORTANT: An individual 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, 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 be liable in damages and other penalties. A.R.S. § 39-121.03,-161.