



Beaver Dam/Littlefield Fire District

630 N. Highway 91, P.O. Box 579

Beaver Dam, AZ. 86432

Phone (928) 347-5114 Fax (928) 347-5327

www.beaverdam-littlefieldfire.org



BEAVER DAM/LITTLEFIELD FIRE DISTRICT

PUBLIC RECORDS REQUEST POLICY

Request for Public Records (A.R.S. Title 39)

Access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state. Upon a request that reasonably describes an identifiable record or records and under the provisions of A.R.S. §39-121, Public Records Law, a person may request to examine or be furnished copies of any public records of the Beaver Dam/Littlefield Fire District unless the interests of the state outweigh the general policy of open access.

PUBLIC RECORDS REQUESTS FEES CHARGED: The Beaver Dam/Littlefield Fire District (Fire District) reserves the right to recover expenses incurred in providing requested records. A charge will be levied for all such copies made at the Fire District's expense. A **\$.40 Per page fee** will be charged for each page copied or printed. In instances where such costs could exceed \$75.00, the Fire District will notify the individual in advance of the research taking place. Charges for a commercial request shall include: an amount per page approximately equal to the cost of reproducing the requested material; a reasonable fee for the cost of time, equipment, and personnel in making the copies; and the value of the reproduction on the commercial market. The Fire District reserves the right to require that any public record request fees be paid prior to the record process.

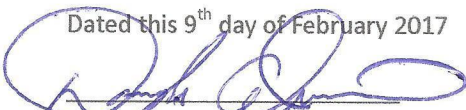
COMMERCIAL REQUESTS: Arizona State law has distinguished between commercial and noncommercial requests for public records. Commercial purpose means the use of a public record for the purpose of sale or resale, for the purpose of solicitation, or for any purpose in which the purchaser can reasonably anticipate the receipt of monetary for the direct or indirect use of the public record.

PLEASE NOTE: If the requester obtains records for a commercial purpose without indicating the commercial purpose or if he she obtains the records for a non-commercial purpose, and then uses or allows the use of the records for commercial purpose, he or she will be liable for damages in the amount of three times what the Fire District would have charged had it known, plus costs and attorney fees. A.R.S. §39-121.03(C). If a false statement is given, the requester can also be guilty of a felony. A.R.S. §39-161. There is no legal obligation to create new data, perform research projects, perform data analysis, create new report formats, provide legal advice, convert data to different mediums or formats, nor perform custom programming. Be advised that certain request(s) may be reviewed by the Fire District's attorney before any action would be taken if issues of privacy or confidentiality arise. Fire District employees will be notified when a request for their records has been made.

The request must be made during regular office hours on the Beaver Dam/Littlefield Fire District public request form. All requests without the required information completed in full, will be returned to sender.

RESPONSE TIME: Every effort will be made to respond to a request for documents within 10 working days. However, the extent of the research necessary will determine the actual time required.

Dated this 9th day of February 2017


Board Chairman
Board Clerk

BEAVER DAM/LITTLEFIELD FIRE DISTRICT
PUBLIC RECORDS REQUEST

Request for Public Records (A.R.S. Title 39)

Public records for non-commercial purposes are provided at a cost of **\$.40 per page**.

For charges related to commercial requests, the commercial value of the information will be charged.

Please provide the information requested below. If you do not have the necessary information, you may contact the Administration Office at (928) 347-5114.

Requestor Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

REQUEST FOR: Commercial ☐ Non-Commercial ☐ View Only ☐ Copy ☐

Under the provisions of A.R.S. §39-121, Public Records Law, it is requested that the following records be released (please be specific):

- ☐ Documents to be viewed only, no copies required.
- ☐ Copies requested
- ☐ Documents to be mailed. *An additional charge will apply to all mail requests.
- ☐ Documents will be picked up. Must show a valid ID.
- ☐ The requested documents will not be used for commercial purposes.

COMPLETE THIS SECTION "ONLY IF" THE COPY IS FOR A COMMERCIAL PURPOSE

A.R.S. §39-121.03D Commercial purpose(s) included any 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 names and addresses from public records to another for the purpose of solicitation or for any purpose where the purchaser can reasonably anticipate the receipt of monetary gain from direct or indirect use of the record. When a person requests copies of District records for commercial purposes, a statement setting forth the commercial purposes for which the copies will be used must be provided.

If the request is for commercial purposes, please indicate how these records will be used:

Beaver Dam/Littlefield Fire District

Custodian of Records

P.O. Box 579

Littlefield, AZ 86432-0579

Checks must be made payable to: Beaver Dam/Littlefield Fire District

Requestor's Signature _____ Date: _____

Please Note: Public records are in various locations within the Fire District. The Fire District requests that a reasonable amount of time be expected for responding to any requests to copy or inspect the Fire Districts records. The Fire District may require additional time to process more difficult requests and if so, an estimated time frame will be provided to the requestor.

FIRE DISTRICT USE ONLY

Date Request Received _____ Date Processed _____ Processed by _____

Employee/Division
Notified _____

Request Approved _____ Request Denied _____ Disposition _____

Public Records:

Authorized by: _____ Date: _____

Viewed _____

Copies \$ _____ Postage \$ _____ Other \$ _____ Total Amount Received \$ _____

Mailed _____

Picked up _____

SUGGESTED PRICING OF DOCUMENTS UNDER THE FREEDOM OF INFORMATION ACT

Requesting the following information under the Freedom of Information Act (FOIA) will not be charged.

AGENDA

The agenda's for each meeting can be found on the web site at beaverdam-littlefieldfire.org, which can be printed on your computer. There will be no charge for the basic agenda.

MINUTES

The minutes for each meeting can also be found on the web site at beaverdam-littlefieldfire.org, which can be printed on your computer. There will be no charge for the basic approved minutes.

Costs associated with other information requested under the FOIA.

Copies	.40 cents per page
Certified Copies	\$3.00 per page for 5 or less pages. \$1.00 per page over 5 pages.
Minutes with supporting documents.	.40 cents per page – be advised that this can be between 60 – 100 pages unless specific documents are requested.

Copy of actual recorded minutes will be the costs of the flash drive/SD card.

If the documents are mailed, it will be by regular U.S. Mail. This will be added to the total costs.

All other documents will be at the quoted price noted above.

DISCLAIMER: There is no legal obligation to create new data, perform research projects, perform data analysis, create new report formats, provide legal advice, convert data to different mediums or formats, nor perform custom programming.

Requests under the Freedom of Information Act (FOIA) also known as Open Records may be subject to the approval of the District's Attorney.