City of San Luis

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San Luis, AZ 85349-1170
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OFFICE OF THE CITY CLERK
Public Records Request Form

NAME: _____ **DATE:** _____
ADDRESS: _____ **CITY:** _____
STATE: _____ **ZIP:** _____
TELEPHONE NO.: _____

PLEASE NOTE: MANY RECORDS ARE IN STORAGE AND WILL NEED TO BE RETRIEVED FOR INSPECTIONS AND FOR COPYING. REQUESTS SHOULD ALLOW AT LEAST FIVE BUSINESS DAYS FOR THIS TO OCCUR. IF EXTRA TIME IS REQUIRED, YOU WILL BE NOTIFIED. OCCASIONALLY, LEGAL REVIEW BY THE CITY ATTORNEY MAY BE NECESSARY IF ISSUES OF PRIVACY ACT OR CONFIDENTIALITY ARISE. THIS MAY RESULT IN A BRIEF DELAY IN PROVIDING AN APPROPRIATE RESPONSE TO YOUR REQUEST. COST PER COPY IS $.25 FOR THE FIRST 10 COPIES, $.20 PER COPY THERE AFTER. AUDIO TAPE FEE IS $5.00; CD $20.00.

INDICATE WHETHER YOU DESIRE TO INSPECT OR COPY PUBLIC RECORDS:

☐ **INSPECT** ☐ **COPY**

SPECIFICALLY DESCRIBE THE RECORD REQUESTED FOR INSPECTION OR COPYING:

_____
_____
_____
_____

STATEMENT OF COMMERCIAL PURPOSE (MONETARY GAIN) ☐ **YES** ☐ **NO**

A.R.S. 39-121.03-COMMERCIAL PURPOSE INCLUDES ANY USE OF PUBLIC RECORD FOR THE PURPOSE OF SALE OR RESALE OR FOR THE PURPOSE OF PRODUCING AN ITEM CONTATINING THE SAME INFORMATION CONTAINED IN THE PUBLIC RECORD FOR THE PURPOSES OF SOLICITATION FOR FINANCIAL GAIN. IF YOU ARE USING THE RECORD FOR COMMERCIAL PURPOSES AS DESCRIBED ABOVE, YOU MUST SIGN THE AFFIDAVIT OF COMMERCIAL PURPOSE.

I CERTIFY THAT ALL OF THE FOREGOING INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF REQUESTOR: _____

AFFIDAVIT OF COMMERCIAL PURPOSE

Subscribed and sworn to before me this _____ day of _____, 20_____, by _____, personally known to me or proved to me on the basis of satisfactory evidence to be the person who appeared before me.

State of _____)
)**SS**
County of _____)

Notary Signature: _____

My Commission Expires: _____

FOR OFFICE USE ONLY

DATE RECEIVED: _____ **RECEIVED BY:** _____

DATE COMPLETED: _____ **SIGNATURE:** _____

JUAN CARLOS ESCAMILLA, Mayor
MARCO A. (TONY) REYES, JR., Vice Mayor
MARIO BUCHANAN JR., Council Member
GERARDO SANCHEZ, Council Member
ARCHIBALDO GURROLA, Council Member
JOSE LEONARDO SUAREZ, Council Member
RAFAEL TORRES, Council Member
RALPH VELEZ, City Manager