



Request for Public Information

Arizona law requires all officers and public bodies to maintain records reasonably necessary to provide an accurate accounting of their official activities and of any government funded activities pursuant to A.R.S. § 39-101. An officer is any person elected or appointed to hold office of a public body or any chief, administrative officer, head, director, superintendent or chairman of any public body. "Public body" means the state of Arizona, any county, city, town, school district, political subdivision or tax-supported district in this state, any branch, department, board, bureau, commission, council or committee of the foregoing, and any public organization or agency, supported in whole or in part by monies from this state or any political subdivision of this state.

Every citizen in Arizona has the right to access public records upon request. Arizona Public Records Law specifically requires that public records and other matters in the custody of any officer shall be open to inspection by any person at all times during office hours. Public agencies are required to promptly furnish the requested information. Access to a public record is deemed denied if a custodian fails to promptly respond.

Pursuant to A.R.S. § 39-121.03, concerning requests for copies, printouts or reproductions of public records for a commercial purpose, Yuma Crossing National Heritage Area ("YCNHA") shall charge for any such copies, printouts or reproductions at an amount which shall include: (a) a cost to the portion of any cost to YCNHA for obtaining the original, copy or reproduction of the requested document, printout or photograph; (b) a reasonable fee for the cost of time, materials, equipment and personnel in producing the copy, printout or reproduction; and (c) the value of the reproduction on the commercial market.

You may complete a Public Records Request form and fax it back to YCNHA at (928) 373-5191 or email: Cathy.Douglas@yumaaz.gov. Please indicate whether or not your request is for commercial purposes. Or you may visit us at the YCNHA offices and complete a hard copy of a Public Records Request form.

Each non-commercial public records request item is 25 cents per page whether it is printed or electronic.



REQUEST FOR PUBLIC RECORDS

TO BE FILLED OUT BY THE REQUESTER

Name of Business (if applicable):			
Name:		Date of Request:	
Address:			
	Address	City	State/ Zip Code
Telephone Number:	() - ext#	Email address:	
Format Requested*:	<input type="checkbox"/> Review	<input type="checkbox"/> Copy	<input type="checkbox"/> Other _____

DESCRIPTION OF REQUEST (please be specific):

****THERE IS A \$.25 PER PAGE COPY FEE (8.5"X11" LETTER SIZE) WHETHER PRINTED OR ELECTRONIC.***

ADDITIONAL CHARGE MAY APPLY FOR LARGER SIZE COPIES, CDS, POSTAGE, ETC.

Is this request for a commercial purpose? No Yes-- If yes, please attach a statement setting forth the commercial purpose. (A.R.S. §39-121.03). (reasonable charges may apply)

Requesting Party Signature: _____

**Submit all Requests to: Yuma Crossing National Heritage Area, 180 W. First Street, Suite E, Yuma, AZ 85364
 Fax: (928) 373-5191 / Email: Cathy.Douglas@YumaAZ.gov**

A Yuma Crossing National Heritage Area representative will acknowledge this request within three (3) business days.

FOR OFFICE USE ONLY:

Received By:		Requester Type: <input type="checkbox"/> Auditor <input type="checkbox"/> Department <input type="checkbox"/> General Public
If there is a cost, has the individual been apprised? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

COMMENTS, if any:
