



PUBLIC RECORDS REQUEST

Metropolitan Domestic Water Improvement District will confirm receipt of your request and will make a good faith effort to retrieve the documents requested. The District's records may not be removed from the office where they are stored. There is no charge for inspection of public records at the District's office. There will be a cost associated with record reproductions. The District will determine the cost to reproduce the records requested and you will be contacted by phone or email with the amount. Once payment is received, copies will be sent to you.

NAME		DATE
AGENCY NAME		PHONE
EMAIL ADDRESS		
STREET ADDRESS		
CITY	STATE	ZIP
Public records are open to inspection by any person at all times during regular District office hours. See Cost Schedule for the fee to purchase copies.		
Do you wish to Inspect / Review or Purchase Copies of the Record? Inspect / Review Purchase Copies		
Complete name or description of record(s) requested. Please be as specific about the information you are seeking and the time period of information you are requesting, if known. Avoid phrases such as "any and all information relating to..." (You may use a separate page)		

*A.R.S. §39-121.03.D. – For the purposes of 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 or the obtaining of names and addresses from public records for the purpose of solicitation or the sale of names and addresses to another for the purpose of solicitation or for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of the public record. Commercial purpose does not mean the use of a public record as evidence or as research for evidence in an action in any judicial or quasi-judicial body.

Are you using the public record for a Commercial or Non-commercial purpose?
 *Commercial Non-commercial

If the use of the public record is for commercial purposes, you certify that the following statement setting forth the commercial purpose for which the above-requested public records will be used is true, correct, and complete:

Signature _____ Date: _____

Provide a brief explanation of commercial purpose.

A.R.S. §39-121.C. – A person 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 or who obtains a 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 in addition to other penalties be liable to the state or the political subdivision from which the public record was obtained for damages in the amount of three times the amount which would have been charged for the public record had the commercial purpose been stated plus costs and reasonable attorney fees or shall be liable to the state or the political subdivision for the amount of three times the actual damages if it can be shown that the public record would not have been provided had the commercial purpose of actual use been stated at the time of obtaining the records.

For Office Use Only

DATE REQUEST RECEIVED	NUMBER OF PAGES
DATE REQUEST COMPLETED	TOTAL AMOUNT DUE

COMMENTS: