



TOWN OF DEWEY-HUMBOLDT
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PUBLIC RECORDS REQUEST

Thank you for your interest in Dewey-Humboldt Town Government.

Please identify as precisely as possible what document or record you desire. Do not use this form to ask a question or for documents available on the Town’s website. A 25¢ per page plus staff time based on an hourly rate of \$25.00 will be charged. If for commercial purposes, the hourly rate is \$28.00 plus 25¢ per page duplicating fee. See Town Code Section 34.01 Fee Schedule for Town Documents.

Requesting Party: _____ Date: _____
 Address: _____ PO Box: _____
 City/State: _____ Zip Code: _____
 Phone: _____ Fax Number: _____
 Email Address: _____

List specifically the documents or records desired: _____

If you have questions about what is defined as a “Public Record,” please consult Arizona Revised Statutes (A.R.S.) 39-121 through 39-121.01 which is attached. Please identify as precisely as possible what document or record you desire. The State Public Records Law does not require the Town to answer questions or to furnish documents otherwise available on the Town’s website. For example, if you want the agenda for the 12/7/2021 Town Council meeting, that document is on the website and available to you by going to the weblink of [Town Meeting Documents and Videos | Dewey-Humboldt, AZ \(dhaz.gov\)](http://www.dhaz.gov) and enter search in relevant area.

Review Copy

Reason for information request:

- General information or research purposes.
- Commercial purposes (Please note certain legal restrictions exist on the commercial use of governmental information. Please explain commercial use intended.)

Requesting Party Signature: _____

Office Use Only		
Date Completed:	By:	Hourly Fee \$
Duplication Fee \$	FAX/Postage Fee \$	Total Fees \$
No. Page Copies:	Copied By:	

Arizona Revised Statutes

Title 39 – Public Records, Printing and Notices

Article 2 – Searches and Copies

39-121. Inspection of public records

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.

39-121.01. Definitions; maintenance of records; copies, printouts or photographs of public records; examination by mail; index

A. In this article, unless the context otherwise requires:

1. "Officer" means any person elected or appointed to hold any elective or appointive office of any public body and any chief administrative officer, head, director, superintendent or chairman of any public body.

2. "Public body" means this state, 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, or expending monies provided by this state or any political subdivision of this state.

B. All officers and public bodies shall maintain all records, including records as defined in section 41-151, reasonably necessary or appropriate to maintain an accurate knowledge of their official activities and of any of their activities that are supported by monies from this state or any political subdivision of this state.

C. Each public body shall be responsible for the preservation, maintenance and care of that body's public records, and each officer shall be responsible for the preservation, maintenance and care of that officer's public records. It shall be the duty of each such body to carefully secure, protect and preserve public records from deterioration, mutilation, loss or destruction, unless disposed of pursuant to sections 41-151.15 and 41-151.19.

D. Subject to section 39-121.03:

1. Any person may request to examine or be furnished copies, printouts or photographs of any public record during regular office hours or may request that the custodian mail a copy of any public record not otherwise available on the public body's website to the requesting person. The custodian may require any person requesting that the custodian mail a copy of any public record to pay in advance for any copying and postage charges. The custodian of such records shall promptly furnish such copies, printouts or photographs and may charge a fee if the facilities are available, except that public records for purposes listed in section 39-122 or 39-127 shall be furnished without charge.

2. If requested, the custodian of the records of an agency shall also furnish an index of records or categories of records that have been withheld and the reasons the records or categories of records have been withheld from the requesting person. The custodian shall not include in the index information that is expressly made privileged or confidential in statute or a court order. This paragraph shall not be construed by an administrative tribunal or a court of competent jurisdiction to prevent or require an order compelling a public body other than an agency to furnish an index. For the purposes of this paragraph, "agency" has the same meaning prescribed in section 41-1001 but does not include the department of public safety, the department of transportation motor vehicle division, the department of juvenile corrections and the state department of corrections.

3. If the custodian of a public record does not have facilities for making copies, printouts or photographs of a public record that a person has a right to inspect, the person shall be granted access to the public record for the purpose of making copies, printouts or photographs. The copies, printouts or photographs shall be made while the public record is in the possession, custody and control of the custodian of the public record and shall be subject to the supervision of the custodian.

E. Access to a public record is deemed denied if a custodian fails to promptly respond to a request for production of a public record or fails to provide to the requesting person an index of any record or categories of records that are withheld from production pursuant to subsection D, paragraph 2 of this section.