



# CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY

## ENVIRONMENTAL 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 Central Arizona Fire and Medical Authority unless the interests of privacy, confidentiality, or best interest of the state outweigh the general policy of open access.

**PUBLIC RECORDS REQUESTS FEES CHARGED:** The Authority reserves the right to recover expenses incurred in providing requested records. A charge will be levied for all such copies made at Authority expense. A **\$.10 per page fee** will be charged for each page copied or printed and \$2.00 charged if documents are mailed. The Authority reserves the right to require that any public record request fees be paid prior to the record retrieval 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 gain from the direct or indirect use of the public record. Charges for a commercial request shall include: an amount per page approximately equal to the cost of reproducing the requested materials; 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.

**PLEASE NOTE:** If the requester obtains records for a commercial purpose without indicating the commercial purpose, or if he or she obtains the records for a non-commercial purpose, and then uses or allows the use of the records for a commercial purpose, he or she will be liable for damages in the amount of three times what the Authority 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.

**RESPONSE TIME:** Every effort will be made to respond to a request for documents within a ten work-day period. However, the extent of the research necessary will determine the actual time required to produce copies of requested documents. Many records are in storage at various locations in the Authority and will need to be retrieved for inspections and for copying. Occasionally, legal review by the Authority's Attorney may be necessary if issues of privacy or confidentiality arise. This may result in a brief delay in providing an appropriate response to your request.

The request must be made during regular office hours on the CAFMA's Environmental Records Request form. All requests without the required information completed in full, will be returned to sender. If you have questions with regards to completion of the form, you may contact the Administration Office at (928) 772-7711.

[Environmental Records Request Form](#)