



PUBLIC RECORDS REQUEST

A.R.S § 39-121.01 and A.R.S. § 39-121.03

RETURN COMPLETED FORM TO THE MARANA TOWN CLERK'S OFFICE
11555 W. CIVIC CENTER DRIVE, MARANA, ARIZONA 85653
phone (520) 382-1999 / fax (520) 382-1998 / email clerk@maranaaz.gov

TOWN USE:

RECEIVED DATE: _____

RECEIVED BY: _____

COMPLETED BY: _____

DATE COMPLETED: _____

MAILED PICKED-UP EMAIL

OTHER: _____

I, THE UNDERSIGNED, HERBY REQUEST (CHECK THE APPROPRIATE BOX):

REQUEST DATE _____ Paper Copies (Total _____) Electronic Copies View Only

OF THE FOLLOWING PUBLIC RECORDS (PLEASE BE SPECIFIC AND NAME THE TYPES OF DOCUMENTS REQUESTED AND/OR PROVIDE THE ADDRESS OF THE PROPERTY IN QUESTION):

COMMERCIAL PURPOSE (SEE DEFINITION ATTACHED TO THIS FORM):

Yes No **(IF YES) I 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. (PLEASE GIVE A BRIEF EXPLANATION OF YOUR COMMERCIAL PURPOSE.)**

PLEASE NOTE THE FOLLOWING:

- Town of Marana employees CANNOT give legal advice.
- We will start to process your request within 48 hours of receipt and notify you once the information is ready for distribution. We cannot give a defined time for completion.
- We will make a good faith effort to retrieve the documents requested to the best of our ability. Nevertheless, documents may exist of which we are unaware.
- Requests for paper copies of records have a minimum charge of \$0.50 per sheet. There is a minimum charge of \$10.00 per CD for electronic requests that cannot be sent via email.
- Other fees may be assessed pursuant to A.R.S § 39-121.01D and A.R.S. § 39-121.03A.
- If you are requesting Building Plans, in addition to this request, the Town requires separate submission of either the Owner Authorization form or Copyright Acknowledgment form. Building plans are typically copyrighted and we require permission of the copyright owner or current property owner prior to the release of information. (Please fill out one or the other form and return to the Town Clerk's Office.)

Name	Signature of Requestor		
Mailing Address	City	State	Zip Code
Phone	E-mail Address		