



COMMERCIAL PURPOSE

# PUBLIC RECORDS REQUEST

All information on this form is subject to disclosure in response to a public records request.

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**Date:**

**Requestor Name:**

**Business Name:**

**Phone:**

**Statement of Commercial Purpose:** (Pursuant to ARS §39-121.03, when requests for copies, printouts, photographs, or any other public records are for commercial purpose, the requestor must provide a statement setting forth the commercial purpose for which the requested records will be used.)

**Delivery Method (choose one):**

Pick-up (above phone number is required as Requestor will be contacted when records are available)

E-Mail (must provide E-Mail Address):

Mail (must provide mailing Address):

**Records Requested: (Please be as specific as possible)**

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**PLEASE NOTE:**

Public records are maintained in various locations and some records may contain private or sensitive information that requires additional review and possible redaction. Additional time may be needed to process requests involving these types of records. If there is going to be a delay in providing the records, an estimated time frame will be communicated to the requestor.

For commercial requests, the City of Scottsdale is authorized to charge the fees set forth in ARS §39-121.03 along with the value of the reproduction on the commercial market as best determined by the City.

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**SUBMITTAL INSTRUCTIONS:**

Print and Mail to:

Public Records Request Administrator  
City Attorney's Office  
3939 N Drinkwater Blvd  
Scottsdale, AZ 85251