



## Public Records Request Form Instructions

**For all non-commercial public records requests, all records in an electronic format, that can be transmitted electronically, without redactions, will not result in any charges to the requester.**

Step 1: Complete the form in its entirety. Please print clearly. If you have questions, please call the District Records Manager at (602) 344-1262

Step 2: Submit the completed form by mail, fax or in-person to the District Records Manager, Valleywise Health, Piper Pavilion, 2609 E. Roosevelt Street, Phoenix, AZ 85008, Fax Number (602) 655-9102. Do not attach payment with this form.

Step 3: Wait to receive an invoice of estimated cost, if applicable. After receiving the invoice, you may mail your payment to the above address. Documents will be released once payment is received. If the estimated cost is under \$10, pre-payment will not be required.

**Charges will only be applied to a Public Records Request in the following situations:**

### **Fees for Non-Commercial Requests:**

- For hard copy records, photocopies are \$0.30 per page.
- A hard copy document requiring redaction necessitates a minimum of two copies in order to facilitate the redaction process and the Requester will be charged for any and all copies required in the redaction process.
- For data files too large to email, a Flash Drive is \$10 each
- To mail hard copy records or a flash drive, U.S. Postal Service charge Based on weight. In-person pick-up of hard copies or a flash drive is no charge.

### **Commercial Requests:**

All commercial requests must be reviewed and authorized by the Chief Legal Officer or designee. Pursuant to Arizona law Valleywise Health will assess the following commercial request charges:

- A portion of the cost to Valleywise Health for obtaining the original or copies of the documents, printouts or photographs;
- A reasonable fee for the cost of time, materials, equipment and personnel used in producing and copying such record; and
- The value of the reproduction on the commercial market as best determined by Valleywise Health.

### **Payment Options:**

Fees less than \$25.00 may be paid in cash or by personal check. If paying in cash, please have exact amount.

Fees more than \$25.00 must be paid by certified check or money order; payable to *Maricopa County Special Health Care District*.

**Media Requests:** Requests submitted by the media are generally viewed as Non-commercial.



**Public Records Request Form**

Name:	Email Address:	Date:
Address:		Telephone
<b>Please Note:</b> Valleywise Health is unable to provide a specific date or day on which your request will be available, as considerable time will be needed in order to locate the appropriate record and conduct a legal review for any necessary redactions.		

Indicate whether you desire to inspect or receive copies of public records:  <input type="checkbox"/> Inspect  <input type="checkbox"/> Copy	Describe the public record requested with specificity, indicate document name and page numbers, if known: _____ _____ _____ _____
Indicate whether the request is commercial or non-commercial:  <input type="checkbox"/> Commercial*  <input type="checkbox"/> Non-Commercial	If the request is for a commercial purpose, please explain intended use, with specificity: _____ _____ _____ _____

\* A.R.S. §39-121.03 – Commercial purpose is defined as 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 such public record for the purpose of solicitation or the sale of such 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 such public records.

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

I certify that all of the foregoing information is true and correct under penalty of perjury.	
Signature: _____	Date: _____