

Superintendent's Office
15002 N. 32nd St.
Phoenix, AZ 85032
602-449-2000 | 602-449-2005 fax
PVschools.net

Public Records Requests

It is the district's practice to comply with the Arizona public records law in a timely, accurate and complete manner. Fulfillment times vary depending on the location of the records and type of information requested; the district strives to fulfill most requests within 5 to 10 business days of receipt.

Copy charges of 30 cents per page are assessed if the nature of the record does not permit inspection or electronic transmittal. Postal charges are assessed for mailings. Charges must be paid prior to receiving the documents.

Payment may be made in cash (exact change) or by check made payable to Paradise Valley Unified School District, and mailed / presented to the District Administrative Center, 5002 N. 32nd St., Phoenix, Arizona 85032.

Non-commercial requests

Copy charges are 30 cents per page for 8.5 x 11 documents. The charge for a data burned onto a compact disc is \$5. Labor charges for copying, if any, are assessed at a rate of \$26 hour. Requestors will be advised of costs before documents are produced. Payment must be provided before records are released.

Commercial Requests

Under ARS 39-121 a person who obtains a public record for a commercial purpose without indicating the commercial purpose or who obtains a record for a noncommercial purpose and uses or knowingly allows the use of such public record for a commercial purpose is 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.

In addition to paying copy charges, persons requesting copies, printouts or photographs of public records for a commercial purpose must provide a statement setting forth the commercial purpose for which the material will be used. The statement must identify:

- Sale or resale to (identify market) for (price) per (unit).
- To produce a document or other material containing all or part of the information in the public record. (Describe the document or material and the price that will be charged).
- To solicit (Identify market) for (what purpose). State the value of the service or product being solicited.
- Soliciting a business or commercial relationship. (Describe and give price or value)
- Other purpose: (Describe and give price or value).

Upon being furnished a signed statement Paradise Valley Unified School District will assess a charge which includes the following:

- a portion of the cost to the district of obtaining the original or copies of the records;
- a reasonable fee for the cost of time, equipment and personnel used in producing such record or reproduction;
and
- the value of the record or reproduction in the commercial market as determined by the district.

PUBLIC RECORDS REQUEST

Date of this request			
Requestor contact information, including phone or email			
Record(s) requested			
Staff notes			
Will copy charges be assessed?		Signature for documents received	

Commercial requests – Commercial requests must include the following information

How will the materials or data be used?			
Revenue expected		How determined	

Staff use only

Commercial fee established by PVUSD		By whom	
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