



Superintendent's Office

15002 N 32nd St
Phoenix, Arizona 85032

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 35 cents per page are assessed if the nature of the record does not permit inspection or electronic transmittal, or is necessary ensure the physical integrity of the document or completeness of redaction.

The District fees are based on the following:

- 35 cents per copy for materials indicated as Board minutes, agendas, financial records, contracts, courses of study or statistical summaries.
- 35 cents per copy for materials not listed above.
- If the volume of files is too extensive for electronic transmission, data files will be burned onto a compact disc. The cost is \$5 per compact disc.
- Postal charges are assessed for mailings.

Payments must be paid prior to receiving the documents. All payments must be made by check made payable to **Paradise Valley Unified School District**, and mailed /presented to the **District Administrative Center, 15002 N. 32nd St., Phoenix, Arizona 85032.**

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 for obtaining the original or copies of the records;
- A reasonable fee for the cost of time, equipment and personnel (assessed at a rate of \$26 per hour) used in producing such record or reproduction; and
- The value of the record or reproduction in the commercial market as best determined by the district.

PUBLIC RECORDS REQUEST

Submit this form to dtheiss@pvschools.net

Date of this request			
Requestor contact information, including phone or email			
Record(s) requested			
Staff notes			
Will copy charges be assessed? <i>Staff use only</i>		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	
--	--	----------------	--