

PUBLIC'S RIGHT TO KNOW/FREEDOM OF INFORMATION KDB-E
HIGLEY UNIFIED SCHOOL DISTRICT #60
REQUEST FOR PUBLIC RECORDS

Name _____ Date _____

Address _____

Phone: Home _____ Work _____ Cell _____

E-mail: _____

Records requested (Please be as specific as possible as to the records you desire or the information you want.):

Nature of request:

- Opportunity to review records (no original record may leave the custodian's office.)
 Copies of records Electronic Paper

I understand a fee will be charged for copies based upon the District's fee schedule below.

Use of records:

- I hereby certify that the requested records will not be used for any commercial purpose. Having so certified, I acknowledge that A.R.S. § 38-121.03 provides that use of these records for a commercial purpose may make me liable to pay damages and a penalty.

Commercial purpose is defined as the sale or resale of a copy of all or part of a public record, or the obtaining of names and addresses from public records for the purpose of solicitation, or for any purpose in which the requester can reasonably anticipate the receipt of monetary gain from the direct or indirect use of the public record.

Commercial purpose does not mean the use of a public record as evidence or as research for evidence in a judicial or quasi-judicial body of this state or a political subdivision of this state.

- I hereby certify that the requested records will be used for the following commercial purpose:

Signature _____

Fees will be collected before the records are released.

Fees for Records Requested for Noncommercial Purposes

- 50¢ per page for a paper copy of a public record.
- \$10 for USB drive for copies of public records on an electronic storage device.
- Free copies of public records will be furnished, as required by state law, if they are to be used in claims against the United States.

Fees for Records Requested for Commercial Purposes

- The cost of obtaining the document in the District's possession, actual cost of reproduction by District or vendor; and cost of postage, plus electronic file fee if required (\$10.00 per electronic file of data (e.g., spreadsheets of data).)
- The value of the reproduction on the commercial market as best determined by the District.
- The fee for paper or electronic copies of competitive bid files requested for a commercial purpose will be two hundred fifty dollars (\$250) per bid file.
- The charge for other records for a commercial purpose will be one dollar (\$1) per page for print files or \$10.00 for electronic copies, in addition to cost to obtain records.

Form may be submitted by mail or email to: Higley Unified School District ATTN: Public Relations 2935 S. Recker Rd., Gilbert, AZ. 85295. Email: public.records@husd.org