

MESA PUBLIC SCHOOLS

REQUEST FOR PUBLIC RECORDS OF THE SCHOOL DISTRICT

Name: _____ Email Address: _____

Company or Organization: _____

Address: _____
(Street) (City) (State) (Zip)

Daytime Phone: _____ Cell: _____ Facsimile: _____

Nature of Request:

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

I have requested public records as follows:

- Personal Use Media
 Commercial Use — If records will be used for a commercial use, A.R.S. §39-121.03 requires that you state the commercial purpose: _____

Signature _____ Date _____

Fees for the cost of reproducing public records will be assessed as follows:

Table with 1 column: Non-Commercial Use (Personal Use or Media). Rows include: \$1.00 per page of a paper copy; \$10.00 per copy on storage media, such as USB drive; 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.

Table with 1 column: Commercial Use. Rows include: \$250.00 per paper or electronic copy of a competitive bid file; Determined by the Executive Director of Technology and Communication. Fee will include: a portion of the cost of obtaining the records, the cost of reproduction, and the fair market value of the record.

Description of Records Requested: To expedite the retrieval of records, please be as specific as possible as to the public records you desire. _____

Submit completed form to the Executive Director of Technology and Communication via mail, fax, or email:

- Mailing address: 63 East Main Street #101, Mesa, AZ 85201-7422
Fax number: 480-472-0227
Email address: info@mpsaz.org