

CITY OF WILLIAMS
113 S. 1st Street
Williams, Arizona 86046
(928)635-4451 • FAX (928) 635-4495

PUBLIC RECORDS REQUEST FORM
(Title 39, Arizona Revised Statutes)

Date _____

Thank you for your interest in Williams City government. Your document request will be handled as soon as possible, depending on the nature and complexity of the documents requested. A \$.25 per page copy fee will be charged.

Requesting Party: I, _____ request the following:

_____ Please be specific and state exactly what documents you are requesting. To inspect and copy and for what time period.

Do you want photocopies?

YES NO

If so you must indicate with particularity which documents you want copied and at that time pay a fee of \$.25 per page.

Do you want CD Copies?

YES NO

If so you must indicate which item specifically you want in CD form and at that time pay a fee of \$10.00 per CD.

Is this information being requested for a commercial purpose? YES NO

If so, state the purpose (A.R.S. 39-121.03 (A)). There are restrictions and limitations on document requests when a commercial purpose is involved.

Some documents in the City's files may be deemed confidential and, therefore, may not be included in the public record, including, but not limited to, certain personnel information.

Signature of Requesting Party

Print Name

Street Address

Mailing Address (if different from street address)

Telephone Number

City, State, Zip

Day, Date, Time Request Received and Employee's Initials