

HIGHLAND PINES DOMESTIC WATER IMPROVEMENT DISTRICT

ADMINISTRATIVE SERVICES: 928-800-5364, 240 S. Montezuma, Suite 202B, Prescott, AZ 86303

website: www.hpdwid.com

Email: ngalgano@municipalaccounts.com

REQUEST FOR ACCESS TO PUBLIC RECORDS

Pursuant to A.R.S. §§ 39-121; 39-121.01; 39-121.02 and 39-121.03, I am requesting access to examine/obtain copies of the following specifically identified record(s) in the possession of the Highland Pines Domestic Water Improvement District.

Description of Document(s)	Document Date(s)

In accordance with A.R.S. § 39-121.03, I certify that the record requested is _____, / is not, _____ being requested for a commercial purpose. If the record is being requested for a commercial purpose, state the purpose of the request:

NOTE: A person who requests a public record for a commercial purpose and fails to disclose that purpose; or who subsequently uses non-commercial information for a commercial purpose; or who requests information for one commercial purpose and uses it for a different commercial purpose; shall be liable for damages including, but not limited to, three times the commercial value of the records plus reasonable attorney fees. See A.R.S. § 39-121.03 for a complete list of violations and penalties.

Name of Person (Applicant) Requesting the Public Record (please print)

Applicant's Street Address, City, State, Zip Code

Contact Phone Number

Email

I have read this entire form including the provision below regarding the cost to obtain a record, and I agree to pay for the record requested in accordance with the provisions of this form, and the laws of the State of Arizona.

Signature: _____ Date: _____

PLEASE NOTE: District records that are not confidential are available for public inspection upon request. Arrangements to view District documents may be made by contacting the District Office. Copies of District documents are charged at \$1.00 per page, and \$4.00 per page for copies 11 x 17 inches or larger plus any additional expenses and postage necessary for delivery of such documents. Copy charges must be prepaid to HPDWID prior to the release of copied documents. Records will be supplied within a reasonable time, depending upon the size of the request, the format, the location of the records, the need to redact a portion of the records, etc. usually within 10-business days of the request.

Commercial requests require a longer time. You will be contacted as soon as the record(s) are available and informed of the cost. If the record is requested for a commercial purpose, then in accordance with A.R.S. §39-121.03(A), there shall be a charge for the record, which shall include a reasonable fee for the time and materials used in reproducing the record, plus the value of the record on the commercial market.

The estimated cost for copies of the records requested is \$_____.

HPDWID OFFICE USE

Date Record Request Received: _____

Person Receiving Request (please print): _____

Approved by: _____

Comments:

Submit Record Request in person to Natalie Galgano-Pinkley at 240 S. Montezuma, Suite 202B, Prescott, AZ 86303 or by email at ngalgano@municipalaccounts.com. Thank you!