

Southgate Academy District Office Request for Public Documents

This form is intended for the request of "Public Documents" ONLY.

Date _____

Name		
Address		
City	State	Zip Code
Telephone Number		
E-mail Address		

List of Public Documents Requested:

Please list the public documents you desire. (Be specific)

1. _____
2. _____
3. _____
4. _____
5. _____

Please read the following statements and sign below:

- ☐ **Commercial Use** This request for school district public documents is for a commercial purpose. A statement of the purpose is attached pursuant to A.R.S. §39-121.03. I agree to pay the commercial fee.

Signature

Date

- ☐ Non-commercial Use I have requested public documents of the school district for a non-commercial purpose.

Signature

Date

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

- \$.50 per page of a paper copy
- \$12.00 per videotape, digital video disc (DVD), or compact disc (CD)
- Actual cost for other media (e.g., blueprints)
- \$5.00 minimum charge for commercial requests

You may submit a completed form by mail, fax, or e-mail:

- Mailing address: SGA Public Records, 7830 E. Wrightstown Rd. Tucson, AZ 85715
- Phone number: (520) 741-7900
- Fax number: (520) 741-7901
- E-mail address: publicrecords@southgateaz.org

EXPECTED COMPLETION DATE: _____

ACTIONS TAKEN TO FILL REQUEST

Date	Action
	Total cost charged requesting party \$ _____
	Assignment completed on _____ by _____