

PUBLIC RECORDS  
REQUESTS

This brochure is intended to provide the public with an overview of the Public Records Request process through the City of Goodyear. If you have any questions, please contact the City Clerk's Office at 623-882-7830 for assistance.

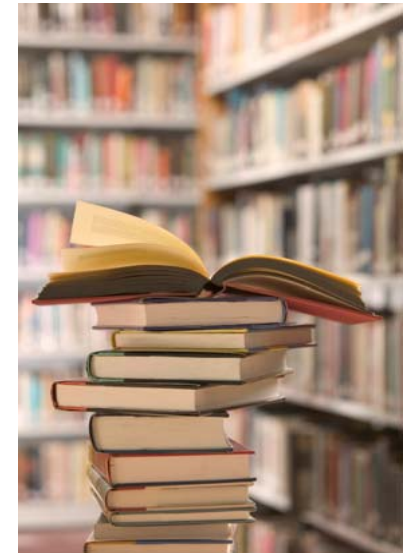


*City of Goodyear  
City Clerk's Office*

190 N. Litchfield Road  
PO Box 5100  
Goodyear, AZ 85338  
Phone: 623-882-7830  
Fax: 623-882-7832

YOUR GUIDE TO  
PUBLIC RECORDS  
REQUESTS

City of Goodyear  
City Clerk's Office



## YOUR PUBLIC RECORDS REQUEST



All Public Records Requests should be submitted to the City of Goodyear in one of the following formats:

In Person – at 190 N. Litchfield Road, Goodyear, AZ and directed to the Attention of: Records/City Clerk's Office.

City Website – [www.goodyearaz.gov](http://www.goodyearaz.gov)  
Hold cursor on Government, click on Public Records Request, click on the Public Records Request link. Completely fill out the request form and click submit.

Fax/Mail – A records request form can be requested by calling 623-882-7830. The completed form can be faxed to 623-882-7832 or mailed to Attn: Records/City Clerk's Office, PO Box 5100, Goodyear, AZ 85338.

### *Turn Around Time:*

The Sarbanes-Oxley Act states that records requests are to be provided “promptly”, and City Policy dictates that all requested records at hand will be processed within 24-48 hours unless records are in storage, off-site or require extensive research, then reasonable turn around time would apply. The City will attempt to process your request as timely as possible.

**Fees:** Non-Commercial (plus mailing fee, if applicable):

- Fax/Paper (8 ½ x 11): \$ .50/page
- CD/DVD/Tapes: \$5.00
- Photographs: \$3.00 – \$7.00
- Email: No charge

Note: Only documents electronically available can be emailed, otherwise paper copy fees will apply. If electronically available requested documents are excessive, documents may be burned to CD or copied to paper. Applicable fees apply.

- Police & Fire Reports: \$ .50/page
- CD/DVD/Tapes: \$5.00
- Photographs: \$3.00 – \$7.00
- Subpoena: \$ .10/page plus \$10.00 per hour

### • Engineering Fees:

- o 24”x36” \$ 3.60/ea
- o 12”x18” \$ 1.80/ea
- o Qtr Sect Maps \$ 1.80/ea
- o Drawings on CD \$10.00/ea

Commercial - If the information you are requesting will be used for monetary gain you must mark the form and provide an explanation of the intended use. (A.R.S. § 39-121.03(D) - *It is a violation of law to obtain a public record for a non-commercial purpose and use it for a commercial purpose or to use it for a different commercial purpose*)

Commercial requests are charged at \$28.00 per hour per Resolution 10-1357, in addition to any copy and mailing fees.

Please Note: Occasionally, legal review by the City Attorney may be necessary. This may result in a longer delay in providing a response to your request.

- ❖ There are no fees charged for requests from government agencies or schools.

