

ARIZONA DEPARTMENT OF WATER RESOURCES
POLICIES AND PROCEDURE

Group Designation: PRR -Public Records Request Team	Policy Owner: Public Records Request Team
Policy Number: PRR_002	Effective: 02/__/2022
Subject: Commercial Purpose Fee Schedule	Revised: N/A

Policy: The purpose of this policy is to establish a fee schedule for “commercial purpose” public record requests (PRR).

Definition: A.R.S. §39-121.03(D) defines “commercial purpose” as the use of a public record for the purpose of sale or resale or for the purpose of producing a document containing all or part of the copy, printout or photograph for sale or the obtaining of names and addresses from public records for the purpose of solicitation or the sale of names and addresses to another for the purpose of solicitation or for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of the public record. Commercial purpose does not mean the use of a public record as evidence or as research for evidence in an action in any judicial or quasi-judicial body.

Further, A.R.S. §39-121.03(A) provides for when a person requests copies, printouts or photographs of public records for a commercial purpose, the person shall provide a statement setting forth the commercial purpose for which the copies, printouts or photographs will be used. Upon being furnished the statement the custodian of such records may furnish reproductions, the charge for which shall include the following:

1. A portion of the cost to the public body for obtaining the original or copies of the documents, printouts or photographs.
2. A reasonable fee for the cost of time, materials, equipment and personnel in producing such reproduction.
3. The value of the reproduction on the commercial market as best determined by the public body.

Identification and confirmation: Upon receipt of a public records request, the Public Records Coordinator (PRC) will review the request and identify if the requester has submitted a commercial purpose request and review the required statement of use. The PRC will send a confirmation email to the requester to confirm that the requestor intended to submit a commercial purpose request. The request will be placed on a 30-day hold as per [PRR policy 001](#).

Fee Schedule:

The table below lists ADWR’s commercial purpose charges. Commercial purpose charges are separate from and in addition to ADWR’s [copy fee schedule](#), when applicable.

Commercial Purpose Fee Schedule	
List of Firm/Registrants- per name	\$.25
Page Copy- Digital or Paper of Firm/Registrants list (up to 3 pages)	\$ 1.00
	Each add'l page \$.25
GIS Data/Shapefiles	
<u>Data Size</u>	<u>Cost</u>
0 KB- 500 KB	\$250
500 KB – 1 MB	\$500
1.1 MB – 10 MB	\$1000
10.01 MB – 100 MB	\$1500
100 MB and greater	\$2500
DVD	add'l \$10.00
USB (Thumb Drive)	add'l \$10.00
Other	
<ol style="list-style-type: none"> 1) All costs associated with the reproduction and/or recovery of records from off-site storage facilities. 2) A reasonable fee for the cost of time, materials, equipment and personnel in producing such reproduction. 	