

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: 05/11/2022
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
- the use of a public record to produce a document containing all or part of the copy, printout or photograph for sale, or
- obtaining 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 that 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.

The charge for reproductions of public records 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 the 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 the required statement of use to identify if the requester has submitted a commercial purpose request. For a request marked as commercial or a request that appears to meet the definition of a commercial purpose, the PRC will send a confirmation email to the requester to confirm that the requestor intended to submit a commercial purpose request. While awaiting the response the PRC will place the request 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 individual Firm/Registrants- per name	\$.25
*Digital or Paper copy 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 Commercial Use Fees	
<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. 	

* Note: A list of Firm/Registrants that is up to 3 pages is \$1.00. Every additional page thereafter is 25¢.