NORTHWEST FIRE DISTRICT

PUBLIC RECORDS REQUEST FORM

REQUESTOR INFORMATION – This section completed by Requestor or District Representative (if phone request):

Date of Request: _____

Name: _____ Email: _____

Phone Number: _____ Fax Number: _____

Address: _____

City: _____ State: _____ Zip: _____

How would you like to receive your record?

☐ Email ☐ Fax ☐ Mail ☐ In-Person ☐ Other; Please Describe: _____

Please note: Some forms of record transmission may incur a fee. More information is available on page 3. If any fees are incurred, payment must be received prior to any records being released.

If records are to be mailed, please include mailing address below (if different from above):

_____

DOCUMENT DETAILS:

Is this request for a commercial purpose? ☐ Yes ☐ No If yes, please describe: _____

Is this request for a minor? ☐ Yes ☐ No If patient is a minor, please enter date of birth: _____

Please indicate report type- Select all that apply:

☐ Fire ☐ Environmental ☐ Code Violation ☐ Billing ☐ Incident ☐ Medical ☐ Donor

Note: According to the Health Insurance Portability Accountability Act (HIPAA), Northwest Fire District is not permitted to disclose and/or release medical information without a signed HIPAA release form from patient (or patient's properly designated representative). Northwest Fire District may require proof of identity for release of medical information. Third Parties requesting a patient's medical record must attach one of the following: 1.) a notarized HIPAA form signed by patient; or 2.) a court order signed by a judge authorizing release.

Name of Patient: _____

Date /Time of Incident: _____

Address of Incident: _____

Additional Information (if applicable):

_____

Submit

Please read page 2 of this document for Legal Points and Authorities pertaining to the release of Public Records

TIMING

Records may not be inspected at such times and in such manner as to disrupt public business. *See Ariz. Att'y Gen. Ops*. 180-097, 78-234, 70-1; A.R.S. § 39-121.01(D)(1) ("Any person may request to examine or be furnished copies, printouts or photographs of any public record during regular office hours.") The public is entitled to inspect information within a reasonable time after a request is made. *Ariz. Att'y Gen. Ops*. 180-097, 78-234, 70-1.

Whether time and manner are reasonable must in all cases be a factual determination, depending upon the accessibility of the material. If the information requested is on microfilm and thus requires use of a reader/printer to view it, the time for inspection would depend upon the availability of the necessary equipment. If the requested material has been stored off the premises of the agency, additional time might be necessary to retrieve the document requested. Should this occur, the requesting party should be advised, in writing, of the delay and the reason for it. Similarly, if the requested material contains confidential information that must be redacted, the custodian should inform the requesting party that the response will be delayed and the reason for the delay.

CHARGES

The Legislature has distinguished between the fees an agency may require for commercial and non-commercial requests for copies of public records. A.R.S. § 39-121.01(D)(1) - 121.03(A). A person requesting copies, printouts, or photographs of public records for a non-commercial purpose may be charged a fee for the records. A.R.S. § 39-121.01. An agency may charge a fee it deems appropriate for copying records, including a reasonable amount for the cost of time, equipment, and personnel used in producing copies of records, but not for costs of searching for the records. A.R.S. § 39-121.01(D)(1); *Hanania v. City of Tucson*, 128 Ariz. 135, 624 P.2d 332 (Ct. App. 1980); *Ariz. Att'y Gen. Op*. 186-090. If an agency is producing documents pursuant to a subpoena in a civil action to which the agency is not a party, the fee is prescribed by A.R.S. § 12-351.

Persons requesting records for a commercial purpose must describe the purpose for which the records will be used commercially. A.R.S. § 39-121.03(A). When records are requested for commercial purposes, the District may charge additional fees as allowed by the statute. *Id.*

FORMAT

Public bodies are under no obligation to create special records or change the format of records. Accordingly, if an individual requests records that the District only maintains in paper, it does not have to create an electronic document to satisfy the request. *See, Lake v. City of Phoenix,* 222 Ariz. 547, 218 P .3d 1004 (2009).

CONFIDENTIALITY/DUTY TO REDACT

There are over 300 Arizona and federal statutes that address the confidentiality of records, as well as numerous Arizona court cases which establish rules protecting individual privacy and the best interests of the agency. When confidential and public information are comingled in a single document, a copy of the document may be made available for public inspection with the confidential information redacted or excised. *Carlson v. Pima County*, 141 Ariz. 487, at 491 (1984); *see also KPNX-TV v. Superior Ct*., 183 Ariz. 589 at 594 (Ct. App. 1995). If confidential material has been attached to an otherwise disclosable document, the material so attached may simply be removed. *Ariz. Att'y Gen. Ops*. 186-090, 185-097.

DISTRICT USE ONLY

INVOICE OF REQUESTOR

Number of Pages: _____

Rate per additional pages (after three): $0.50

Photos (CD-Rom)/Flash Drive - $5.00 ea. _____

Postage: _____

Total Charges: _____

Requestor Contacted on: _____

District Rep. who contacted requestor _____

Date Records Released: _____

District Attorney Approval date: _____

Form Completed By: _____ Date: _____

Records Officer Review Completed By: _____ Date: _____

☐ Cash ☐ Check #_____ ☐ Credit Card

Payment Received By:

_____

DISTRICT PAID STAMP
INCLUDING DATE STAMP

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