# 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**

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### List of Public Documents Requested:

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

1. ________________________________________________
2. ________________________________________________
3. ________________________________________________
4. ________________________________________________
5. ________________________________________________

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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: TUSD Public Records, 1010 E. 10th Street, Tucson, Az 85719
- Phone number: (520) 225-6502
- Fax number: (520) 225-6136
- E-mail address: PublicRecords@tusd1.org

**EXPECTED COMPLETION DATE:**__________________________

**ACTIONS TAKEN TO FILL REQUEST**

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<th>Date</th>
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**Total cost charged requesting party $______________**

Assignment completed on ____________________ by ____________________