



City of Phoenix

PUBLIC RECORDS REQUEST FEE SCHEDULE

The Arizona Public Records Law permits the City to recover the cost of copying public records. This fee schedule is applicable citywide for departments without specialized fee schedules. Individual departments should be consulted for fees associated with special formats or custom requests not listed below.

Applicable fees must be paid before release of the copies. Applicable postage may be charged at the current U.S. postage rate. Payments can be accepted in cash, check or credit card.

Make checks payable to: City of Phoenix

Non-Commercial Requests

Copies for a non-commercial purpose may be charged a copying fee, which includes a reasonable amount of the cost of time, equipment, and personnel used in producing copies. A.R.S. § 39-121.01(D)(1).

Not all formats below are available for every request, and this schedule does not include additional formats that may be available in each department. The department will determine which format can be produced for each request.

Hard Copy

| | |
|----------------------------------|---------------------------|
| Inspection | No Charge |
| Photocopy – Black and White | \$.24 per page (per side) |
| Photocopy – Color (if available) | \$.27 per page (per side) |
| Faxed Copies | \$.24 per page |

Electronic

| | |
|---|--------------------------------------|
| CD/DVD (Electronic Records/Data) | \$5.00 + \$.21/page if scan required |
| CD/DVD (Audio/Video) | Contact Department for Rate |
| Electronic copy – emailed (if already in electronic form) | No Charge |
| Electronic copy – emailed (if documents require scanning) | \$.21 per page scanned |
| USB Drive (if available) | \$6.55 + \$.21/page if scan required |

Commercial Requests

The charge for commercial public records requests will be based upon: (1) the value of the reproduction on the commercial market as best determined by the city, (2) a reasonable fee for the cost of time, materials, equipment and personnel in producing such reproduction, and (3) a portion of the cost the city for obtaining the original or copies of the documents, printouts or photographs. A.R.S. § 39-121.03 (D)