



# Sierra Vista Metropolitan Planning Organization

## Public Records Request Procedures

The Sierra Vista Metropolitan Planning Organization (SVMPO) strives to operate in a transparent and open manner. Unless protected from disclosure under Federal or State Law, or a Court Order, SVMPO records and documents are available to the public for review, under the Arizona Public Records Law (Arizona Revised Statutes 39-121 et seq.).

Per ARS § 41-1350, records means "all books, papers, maps, photographs or other documentary materials", with some exceptions for display/exhibition materials, extra reference copies or documents for sale. Materials are available for review in the SVMPO offices or they may be requested in an electronic or hard copy format.

### Requesting Public Records

Requests for public records should be submitted in writing, using the Public Records Request Form. This form can be obtained on the SVMPO Website or by contacting the SVMPO staff. The SVMPO is not required to create records to satisfy a request: you may request records that are already in existence and in the format in which they are kept.

1. Clearly state specifically what documents you are requesting.
2. State if the documents requested will be used for a commercial purpose (for sale or resale or for use in solicitations).
3. Let SVMPO know if you want to view the documents at the office, pick them up, or have them mailed to you. Adequate information must be provided to be able to contact you about your request.

### Need Assistance with Requesting Public Records?

If you need assistance, you may contact SVMPO staff by leaving a message at 520-515-8525 or by e-mailing [SVMPO@SierraVistaAz.gov](mailto:SVMPO@SierraVistaAz.gov). This form may be translated into another language or provided in alternative formats, such as Braille, upon request.

### Responding to Your Public Records Request

The Arizona Public Records Law requires that all requests be addressed "promptly". If the record is readily available, staff will endeavor to provide the document within five working days. If documents are not readily available, staff may require a longer period of time to prepare a response. In these cases, staff will contact you within five working days and provide you with an expected response timeframe. For all requests, SVMPO will endeavor to provide a response as quickly as staff resources allow.

### Fees for Public Records

SVMPO may charge reasonable fees for photocopies of records and postage. Additional sums are allowed if the requested materials are intended for a commercial purposes. If extensive photocopying is necessary to respond to your request, the materials may be sent to a copy shop and those costs charged to you. You will be advised of any potential costs prior to SVMPO producing the requested records.

### Requests for Compilations

Requests that require that a document be created, or that analysis be conducted, in order to respond to your request are not subject to ARS § 39-121. Only requests for identifiable, existing records will be fulfilled under this policy.

### Subpoenas

ARS §39-121 does not cover records requested through a subpoena. All subpoenas will be referred to the SVMPO's legal counsel for consideration and response.

[www.svmppo.org](http://www.svmppo.org)

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