

Yuma County Library District Request for Inspection of Public Record

Description of Public Records Requested for Inspection

Please be as specific as possible; we cannot accept broad requests for "all records" or similar language. It may take some time to research your request and locate the record; however making your request specific will enable us to locate the requested records more quickly (continue on the back or a separate sheet if necessary). Please note if you want to view or obtain a copy of the record.

General Information

Request for Inspection must be presented first to the Administration office of the Library District, 2951 S. 21st Drive, Yuma, AZ 85364 (928) 782 1871 ext.6460. Please deliver during regular business hours, or fax this completed form to (928) 782-9420.

Original Library District records furnished for inspection may not be removed from the department where such records are permanently stored. Requests will be filled as promptly as possible, but are subject to time available during the regularly scheduled workday.

In accordance with A.R.S. §39-121.01 (D) (1) the Library District may charge for making copies of public records.

Requestor Information

I hereby make my request under the Public Records Law of Arizona and affirm that I will use the information only for those purposes as may be authorized by Law.

In accordance with A.R.S. §39-121.03, I certify that the copies of public records herein requested **will not be used for commercial purposes.**

Print Name	
Representing	
Contact Phone	
Address	
ID Verification	
Date of Request	
Signature of Requestor	

For Use by Custodian of Public Records

Date Request Received	
Date Request Approved	
Signature of Library Administrator	
Title	
Date	

**Yuma County Library District
Request for Inspection of Security Camera Video
by
Law Enforcement Officers**

There may be specific situations when Law Enforcement Officers may request to view portions of a security camera video from a Library security camera.

Please adhere to the following process when receiving a request of this type:

1. When **requesting to view security recordings**, the form must be completed by the Police Officer, and delivered or faxed to the Administration office at 2951 S. 21st Drive.
2. The Director or, in his/her absence, the Assistant Director is to immediately be notified via phone or e-mail of the request.
3. The Director or, in his/her absence, the Assistant Director will make an appointment with YCLD IT for the officer to view the video at the Yuma Library (2951 S. 21st Drive, Yuma).
4. If requested, IT staff is able to provide a copy (CD or paper) of the appropriate sections of the video to the Law Enforcement Department. Staff will log what was copied, and all requests are filed in the Administration office.
5. There will be no charge for copies provided to Law Enforcement Departments.

A.R.S. § 39-121.01. Definitions: copies; printouts or photographs of public records; examination by mail

A. In this article, unless the context otherwise requires:

1. "Officer" means any person elected or appointed to hold any elective or appointive office of any public body and any chief administrative officer, head, director, superintendent or chairman of any public body.
2. "Public body" means the state, any county, city, town, school district, political subdivision or tax-supported district in the state, any branch, department, board, bureau, commission, council or committee of the foregoing, and any public organization or agency, supported in whole or in part by monies from the state or any political subdivision of the state, or expending monies provided by the state or any political subdivision of the state.

B. All officers and public bodies shall maintain all records, including records as defined in section 41-1350, reasonably necessary or appropriate to maintain an accurate knowledge of their official activities and of any of their activities which are supported by monies from the state or any political subdivision of the state.

C. Each public body shall be responsible for the preservation, maintenance and care of that body's public records and each officer shall be responsible for the preservation, maintenance and care of that officer's public records. It shall be the duty of each such body to carefully secure, protect and preserve public records from deterioration, mutilation, loss or destruction, unless disposed of pursuant to sections 41-1347 and 41-1351.

D. Subject to section 39-121.03:

1. Any person may request to examine or be furnished copies, printouts or photographs of any public record during regular office hours or may request that the custodian mail a copy of any public record not otherwise available on the public body's web site to the requesting person. The custodian may require any person requesting that the custodian mail a copy of any public record to pay in advance for any copying and postage charges. The custodian of such records shall promptly furnish such copies, printouts or photographs and may charge a fee if the facilities are available, except that public records for purposes listed in section 39-122 shall be furnished without charge.
2. If the custodian of a public record does not have facilities for making copies, printouts or photographs of a public record which a person has a right to inspect, such person shall be granted access to the public record for the purpose of making copies, printouts or photographs. The copies, printouts or photographs shall be made while the public record is in the possession, custody and control of the custodian of the public record and shall be subject to the supervision of such custodian.

E. Access to a public record is deemed denied if a custodian fails to promptly respond to a request for production of a public record.