



**Request for the Inspection of Public Record**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Representing: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Public Records Requested for Inspection:** *Please be as specific as possible.* Because of the diffuse nature of some University records, we cannot accept broad requests for “all records” or similar language. Making your request specific will also enable us to locate it as quickly as possible. (Continue on a separate sheet if necessary, or attach a letter with your request.)

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GENERAL INFORMATION:

Requests for Inspection must be presented first to the Coordinator for Public Records, The University of Arizona, P.O. Box 210066, Tucson, Arizona, 85721-0066.

Please email the completed form to [publicrecords@email.arizona.edu](mailto:publicrecords@email.arizona.edu), or fax to (520) 621-9001, or mail your requests to the above address. For questions, call (520) 621-1986. This form and additional information are available at [www.arizona.edu/publicrecords](http://www.arizona.edu/publicrecords).

University records furnished for inspection may not be removed from the department where such records are permanently stored. Because the primary mission of the University is education, not record-keeping or document production, *it may take some time to research your request and locate the documentation.* Requests may take longer to process if redactions are needed or when records must be collected from multiple sources or archived files. Requests will be filled as promptly as circumstances permit, subject to time available during the regularly scheduled workday.

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

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 unless clearly specified. *Please check here \_\_\_\_\_ if this request is for a commercial purpose.*

Signature: \_\_\_\_\_

FOR USE BY THE COORDINATOR FOR PUBLIC RECORDS: Routed to: _____ Date Received: _____ Date Completed: _____ Comments: _____
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