



## **RECORDS SEARCH INFORMATION AND FEE SCHEDULE**

The Mesa Fire Department provides the following services for records search and duplication:

1. Duplication of record/report 1 – 6 pages. No charge.
2. Duplication of record/report, 7 – 50 pages, for noncommercial purpose assessed at \$5. Each additional page over 50 at 20¢ per page.
3. Photos are \$5.00 for the first two photos and \$2.00 for each additional.
4. A report on CD (when available) is \$5.00.
5. The fee for a records search for each address/location is \$30.00 an hour, with a one-hour minimum. Additional time will be charged in 15-minute increments. The charge for each additional 15-minute increment is \$ 7.50. A records search includes Mesa Fire Department business files, consisting of Mesa Fire Department inspection records and Mesa Fire Department hazardous materials incident reports from the past 3 years.
6. Duplication of record/report for commercial purpose (“Commercial purpose,” per A.R.S. § 39-121.03[D]), includes copies of records for sale or resale and copies of printouts of names and addresses for purposes of solicitation of business).
7. Viewing of paper files is no longer available as files are scanned into a records management system.

***NOTE: Please submit your request to the City of Mesa Fire Prevention at PO Box 1466, Mesa, AZ 85211-1466. Our telephone number is 480-644-2622. These guidelines will help us expedite the handling of your request.***

Please remit one check for **each** request made payable to the City of Mesa, according to the fee schedule listed above. A records search will be conducted and copies of any or all information pertaining to the above address will be mailed or faxed to you. Be sure to include the specific address for **each** request, as data is not stored by parcel number.

Please be advised that our investigation will include records from the date the search is initiated to the previous **three years pursuant to ARS 41-151-12**. Should you require a more extensive search, we recommend that you request information from the Arizona Department of Environmental Quality and/or Maricopa County. Should you learn that an underground fuel tank is located within our city limits, please provide us with that information so that we may incorporate it into our records for future reference.



MESA FIRE DEPARTMENT
FIRE PREVENTION

PUBLIC RECORDS REPRODUCTION REQUEST FORM

This document represents the statement of \_\_\_\_\_
Requesting Party's Name

\_\_\_\_\_ submitted to this
Requesting Party's Address and Telephone Number

division on \_\_\_\_\_ requesting that the department provide a photocopy or other reproduction
Date
of certain public record(s) specified below. Record sought must be a valid address.

Record address: \_\_\_\_\_ Bldg.#s Suite #s

Date(s) of records requested - From \_\_\_\_\_ to \_\_\_\_\_

Requesting party seeks information concerning:

- Types of hazardous materials on site
Hazardous materials incidents on record
Aboveground or underground fuel tanks removed and date of removal
Date of last fire inspection by Mesa Fire Department
Documentation of any Fire Code violations pending
Presence of any fire protection systems at listed address

Indicate whether the record(s) is/are to be used for:

- Noncommercial purpose(s)
Commercial purpose(s)

State Purpose(s): \_\_\_\_\_

I, \_\_\_\_\_, declare that I have read the Information and Instruction
Requesting Party

Sheet accompanying this form (or A.R.S. § 39-121.03 itself) and understand the contents therein. I further
declare under penalty of perjury that the foregoing is correct and true.

Requesting Party's Signature

Copy of this request to business file along with summary/fee collected