

**REQUEST TO PHYSICALLY REVIEW PUBLIC RECORDS
PIMA COUNTY DEPARTMENT OF ENVIRONMENTAL QUALITY (PDEQ)
RECORDS MANAGEMENT – ENFORCEMENT PROGRAM**

Use additional pages as needed to record file(s) reviewed

(All requests by the public to inspect public records shall be made in writing before the PDEQ staff provides the documents.)

Request Date	Review Date <i>PDEQ Use Only</i>	<i>PDEQ Use Only</i>	All public records that are not confidential shall be made available to the public for inspection and copying during normal business hours *copying shall comply with the PDEQ photocopy policy for costs and delivery of goods
Time In <i>PDEQ Use Only</i> Time Out	Review Time <i>PDEQ Use Only</i>	Contact Initial _____	
1) Name of Requestor:			
2) Phone Number:		3) Fax:	
4) Company or group representing:			
5) Mailing Address:			
6) Email Address:			
7) Format of Material Requested			
Digital (Excel, PDF) Printed Form Records inspection (in person)			
For record inspections: DO NOT TAMPER WITH CONTENTS OF FILE – A person commits tampering with a public record if, with the intent to defraud or deceive, such person knowingly destroys, mutilates, conceals, removes or otherwise impairs the availability of any record. Tampering with the public record is a class 6 felony.			
A.R.S. §§ 13-2407(A)(4) and 13-2407(C) .			
8) Declaration of Purpose for Public Record Request			
I declare that the copies or the reproductions of the public records described above which I have requested are to be used solely for (check one – see statutes on page two)			
<input type="checkbox"/> Commercial: Pursuant to A.R.S. § 39-121.03 , commercial requests include a charge up to the value of reproduction declared on this form. Declared value is value of the reproduction on the commercial market: \$ _____			
<input type="checkbox"/> Non-commercial			
I further declare that such copies or reproductions will not be used directly or indirectly for purposes other than described above and the foregoing is correct and true.			

9) Request for Records:

PLEASE DO NOT TAMPER WITH CONTENTS OF FILE

A person commits tampering with a public record if, with the intent to defraud or deceive, such person knowingly destroys, mutilates, conceals, removes or otherwise impairs the availability of any record. Tampering with a public record is a class 6 Felony ([A.R.S. § 13-2407.A.4](#) and [A.R.S. § 13-2407.C.](#))

Please Date and sign after review of requested files:

Date _____ Signature _____

PDEQ Staff Please Return file(s) to _____ Extension _____

**Prohibited Acts by County and Employees
Arizona Revised Statutes § 11-1604**

- A. A county shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or delegation agreement. A general grant authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.**
- B. Unless specifically authorized, a county shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.**
- C. This section does not prohibit county flexibility to issue licenses or adopt ordinances or codes.**
- D. A county shall not request or initiate discussions with a person about waiving that person's rights.**
- E. This section may be enforced in a private civil action and relief may be awarded against a county. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a county for a violation of this section.**
- F. A county employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the county's adopted personnel policy.**
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.**