

Public Records Request Instructions

Arizona Revised Statutes § 39-121 et seq.

To obtain a public record from the Arizona Department of Transportation, please follow the instructions below:

1. Complete and submit the “Public Records Request” form via mail, fax, email, or hand deliver to:

ADOT Risk Management
Attn: Custodian of Records
1324 N. 22nd Avenue
Phoenix, AZ 85009
Fax: (602) 712-6545
Email: ADOTPublicRecords@azdot.gov

Please email all media requests to: news@azdot.gov

2. Be as specific as possible. General descriptions and broad requests such as “all documents relating to Interstate 10” will cause uncertainty and delay the processing of your request. Important information includes:

- Specific name of the record and its date(s),
- Location of documents, if known,
- Route and milepost, if record is specific to a location,
- Timeframe of scope of request or date of loss,
- Statement of purpose of request: commercial or non-commercial purposes. If for commercial purposes, you will be required to provide additional information in accordance with Arizona Revised Statute.

3. Public record requests are processed in the order in which they are received and may take up to 30 days to fulfill, although often, the response time can be shorter or longer depending on the request and the amount of research required. Our office is not a repository for records. Each request is investigated individually and responsive information and/or documents are obtained from appropriate offices within ADOT.

4. Payment is required for all costs incurred pursuant to A.R.S. 39.121.03. Once public record(s) are available, the requestor will be notified of the total cost. Payment in advance is required before any records are provided. Only exact cash, checks or money orders, payable to “ADOT Risk Management” are accepted.

Public Record Fee Schedule

Photocopies:	
• 8.5 x 11	\$.25 per page
• Laser Color	\$ 1.00 per page
• Architectural	\$ 2.00 per page
CD/DVD:	\$ 15.00 each
Aerial Photos:	\$ 10.00 each (10 X 10)
Standard Reports:	\$ 5.00 each (2-20 pp)
Studies/Reports:	\$.25 per page
Postage:	\$ 2.00 Large Envelope \$.47 Letter