

Public Records Request Frequently Asked Questions

Q: Do I need to fill out a form to make a request?

A: No. However, to ensure that all requested information is provided, and to quickly and accurately produce the requested records, we recommend use of the form.

Q: What information is beneficial in the Description of the request form?:

A: Identification of specific records and time frame is beneficial and is likely to result in a more prompt response.

Helpful Information and Resources:

1. Specialized records or reports are not created to respond to public record requests. Agency records created and maintained for state operations are public records.
2. ADOT's website <https://azdot.gov> has many records available for immediate access:
 - Record Drawings: <https://road.azdot.gov/Home/Terms>
 - Right of Way: https://www.azdot.gov/mapsw.azdot.gov/business/RightofWay_Properties
 - Procurement: <https://www.azdot.gov/business/Procurement>
 - Map of state roadways: <https://www.azdot.gov/maps>
 - Information regarding Motor Vehicle Services: <https://www.azdot.gov/motor-vehicles>
 - Statistical reports: <https://www.azdot.gov/motor-vehicles/Statistics>
 - MVD self-service website: <https://servicearizona.com/>
 - Motor Vehicle Record Request form 46-4416: <https://www.azdot.gov/motor-vehicles/mvd-forms-library>. Use this form or access <https://servicearizona.com/> to request your own motor vehicle record.
 - ADOT and MVD are regulated by the Federal Driver's Privacy Protection Act (or DPPA, 18 U.S.C. 2721-2725 and Title 28, Chapter 2, Article 5 of the Arizona Revised Statutes. It is the responsibility of the individual or entity making a request to gain knowledge of all federal and state laws which govern access to and use of MVD records and to determine eligibility under these laws, including list of permissible uses.
3. ADOT Traffic Operation Center traffic cameras: ADOT does not record from highway cameras, which are used for live-traffic monitoring by ADOT personnel.
4. Traffic signal cameras: ADOT traffic signals cameras are for monitoring traffic flow. ADOT traffic signal cameras do not record.
5. ADOT custodian of records cannot analyze records as they are not the subject matter experts. General analysis of engineering records may be obtained from independent industry roadway engineers.
6. General questions or inquiries may be submitted to ADOT online: https://apps.azdot.gov/contact_azdot/

Q: How long will it take to get the information I'm requesting?

A: ADOT makes every effort to respond to requests as quickly as possible. Requests are processed in the order they are received. Your request is a priority for our staff, and we will respond as promptly and accurately as possible.

Q: Are all records public record?

A: Most state agency records are public records subject to release. However, there are some records that are expressly designated as non-public records or exempt from Title 39 disclosure by law. Additionally, state agencies may redact or withhold certain information or records for reasons of privacy, confidentiality or the state's best interests.

As custodians of confidential information we are obligated to protect such information as:

- Social Security numbers
- Dates of birth
- Medical Records
- Any other personal identifiers
- As required under Federal Driver's Privacy and Protection Act and ARS Title 28

Q: Can I come and inspect documents?

A: Yes. Records are open to inspection during regular business hours. You must specifically request to inspect records at the time of submitting public request. The Custodian of Records will coordinate a meeting with you as soon as practical. It is prohibited to alter or remove contents of any record file. You may take notes, photograph, personally scan or flag pages to be copied. You will be notified of the cost for copies once they have been made.

Q: What are the fees for public record and when is payment due?

A: You will be notified in advance of the fees to produce the records and payment must be made in advance. See Public Record Fee Schedule on this website. We do not accept debit or credit cards.

DISCLAIMER:

Public records of the Arizona Department of Transportation are created in a format and maintained in furtherance of its business purposes. ADOT does not warrant the accuracy, adequacy or completeness of the information and materials provided. ADOT expressly disclaims liability for any errors or omissions in the information and materials. No warranty of any kind, implied, express or statutory, including but not limited to the non-infringement of third party rights, title, merchantability or fitness for a particular purpose and freedom from computer virus, is given in conjunction with the information and materials contained within the records.

23 USC § 409 – Discovery and admission as evidence of certain reports and surveys

Notwithstanding any other provision of law, reports, surveys, schedules, lists, or data compiled or collected for the purpose of identifying, evaluating, or planning the safety enhancement of potential accident sites, hazardous roadway conditions, or railway-highway crossings, pursuant to sections 130, 144 and 148 of this title or for the purpose of developing any highway safety construction improvement project which may be implemented utilizing federal-aid highway funds shall not be subject to discovery or admitted into evidence in a Federal or State court proceeding or considered for other purposes in any action for damages arising from any occurrence at a location mentioned or addressed in such reports, surveys, schedules, lists, or data. Public records released in compliance with Arizona Public Records statute ARS § 39-121 et seq. and the disclosure of such records shall not constitute a waiver of the protection of these records afforded under any other statute, rule or law.