

THE INDUSTRIAL COMMISSION OF ARIZONA

PUBLIC RECORDS REQUEST FORM

(COMPLETE IN FULL - PRINT OR TYPE)

A. Please check type of records requested:

Administration
Division of Occupational Safety & Health (ADOSH)
Other (explain)

Labor Division

Information contained in a workers' compensation claims file is deemed private and confidential and is not considered a public record. Such information will only be released to an interested party to the workers' compensation claim or to a person that has received a court order or written authorization signed by the affected claimant or the affected claimant's authorized representative. A.R.S. § 23-941(H) and A.A.C. R20-5-108.

B. If requested information is to be used for a commercial purpose as defined in A.R.S. § 39-121.03(D), please attach a certified statement (required by A.R.S. § 39-121.03(A)) setting forth the commercial purpose for which the information is to be used. Any person who violates the provisions of A.R.S. § 39-121.03(C) pertaining to the statement of commercial purpose shall be liable for damages as set forth in that subsection. Noncommercial Use Commercial Use

C. Specific information requested. To facilitate processing of your request, please provide as much information as possible. A request for ADOSH information should include employer name, date of inspection, accident or fatality (if applicable), or activity number.

Three horizontal lines for providing specific information requested.

The following charges will apply:

- 1. Documents. Twenty-five cents (25¢) per page and copy time at ten dollars (\$10) per hour (with a minimum charge of \$10) will be charged for all records that are provided for noncommercial use. Records provided for a commercial purpose will include the following additional charges:
a. Fifteen dollars (\$15) per hour for search time (e.g., cost of obtaining the original or copies of documents, printouts, or photographs); and
b. The value of reproduction on the commercial market.
2. Information contained in an ICA database. Seventy dollars (\$70) will be charged for a copy of a database if requested for a noncommercial purpose. If the database is requested for a commercial purpose, then an additional fee of \$500 will be charged, which fee represents the commercial value of the database (total charge \$570).
3. Photographs/Audio Recordings. For photographs and audio recordings, 50¢ per page and \$5.00 per CD (photos or audio). For other photographs, actual costs of reproduction.

Prior to disclosure of records, all information requested will be reviewed to determine if any information is to be redacted or withheld pursuant to case law, statutes, or rules.

Requested by: (Print Name) (Signature)

on behalf of: (Address) (Phone #)

Table for office use only with columns for item, amount, and total costs due. Includes rows for copies of documents, clerical time, commercial value, database, photographs, CD's, postage, and total costs due. Also includes fields for Date request received, Date Completed, Check or Money Order #, and Date Mailed or Picked Up.