



State of Arizona
Department of Liquor Licenses and Control

Industry Advisory

August 21, 2024

Fees for Public Record Requests

Pursuant to A.R.S. § 39-121, the Department of Liquor Licenses and Control (“Department”) may require payment for the fulfillment of public records requests. Therefore, **effective September 1, 2024**, the Department will begin assessing fees for these requests according to the following fee schedule:

- Paper Copies – \$9.00 for the first 9 pages, \$0.10 per each additional page.
- Email – \$9.00 (5 MB limit).
- DVD – \$15.00 (4.7 GB limit).
- Flash Drive – \$20.00 (16 GB limit).
- Video requests fee – \$21.33 for first ½ hour and \$21.33 each ½ hour proceeding, this fee will be in addition to the delivery method fee of email \$9. This fee is authorized by A.R.S § 41-1734.

All requests for public records shall be submitted online via the Department’s website or in writing to the custodian of records. In accordance with the law, public records may be reviewed prior to purchase or copying. In order to review records an appointment must be made by first contacting 602-542-5141.

Reminder Regarding the Use of Public Records for a Commercial Purpose

When requests for copies, printouts, or photographs of public records are for a commercial purpose, the requestor shall provide a statement setting forth the commercial purpose for which the copies, printouts, or photographs will be used. Pursuant to A.R.S. § 39-121.C, any person who obtains a public record for a commercial purpose without indicating the commercial purpose could be liable to the state for treble damages, costs, and reasonable attorney fees.