


## Creating a user profile in next request in order to submit a request and receive responsive documents.

- Navigate to <https://prescott.nextrequest.com/> or by clicking on the second blue link on this page: <https://www.prescott-az.gov/city-management/leadership/public-records/>

### Searching City Records:

City of Prescott's public records are now at your fingertips. The public portal allows you to search for records such as Agendas, Minutes, Ordinances and Resolutions. Please follow the links below for a how-to video as well as the direct portal link to search records. Should you have any questions please contact the City Clerk's Office at 928-777-1437.

Try  ["City" Public Records Search Portal](#) first.

If you were unable to find your documents through the City Public Records Portal, please visit our request portal at  ["Online" Public Records Request Portal](#) to submit a request for documentation.

- Click on "Sign In" in the upper right corner
- If this is your first request, follow the highlighted steps:

### Help Information

- If you have already made a request using an email address but have not yet signed into NextRequest with that email/created a password, you will need to [finish setting up your account](#).
- If you have not made a request in this portal yet, you don't need to make an account before creating a request. By entering your email on the "make request" form, we will automatically setup an account for you. You can [make a new request by clicking here](#).
- Need more help? You can also [access our requester support documentation](#).

Clicking on "Make a new request by clicking here" will bring you to the request page where you can enter your request. You don't need to make an account before creating a request.

- If you have already submitted a request, but have not signed into NextRequest follow the highlighted steps:

## Help Information

- If you have already made a request using an email address but have not yet signed into NextRequest with that email/created a password, you will need to **finish setting up your account**.
- If you have not made a request in this portal yet, you don't need to make an account before creating a request. By entering your email on the "make request" form, we will automatically setup an account for you. You can **make a new request by clicking here**.
- Need more help? You can also **access our requester support documentation**.

Clicking on "Finish setting up your account" will bring you here:

Sign In Help

Email

Submit

Help Information

- Never setup an account? Already made a request but not sure how to sign in or create an account? Need to change your password? Locked out? Enter your email address, and we'll get you started.
- If you have not made a request in this portal yet, you don't need to make an account before creating a request. By entering your email on the "make request" form, we will automatically setup an account for you. You can **make a new request by clicking here**.

From here you can finish setting up your account, change your password, and reset your password by simply entering your email address.

## Searching the public records search portal

- Navigate to <https://www.prescott-az.gov/city-management/leadership/public-records/>
- Click on the first blue link entitled "City Public Records Search Portal"

### Searching City Records:

City of Prescott's public records are now at your fingertips. The public portal allows you to search for records such as Agendas, Minutes, Ordinances and Resolutions. Please follow the links below for a how-to video as well as the direct portal link to search records. Should you have any questions please contact the City Clerk's Office at 928-777-1437.

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If you were unable to find your documents through the City Public Records Portal, please visit our request portal at ["Online" Public Records Request Portal](#) to submit a request for documentation.

- From here you can search for Agendas, Minutes, Ordinances and Resolutions. The Property Search function is not available.
- Contracts are not available through this site. If you are looking for a contract, please submit a public records request.

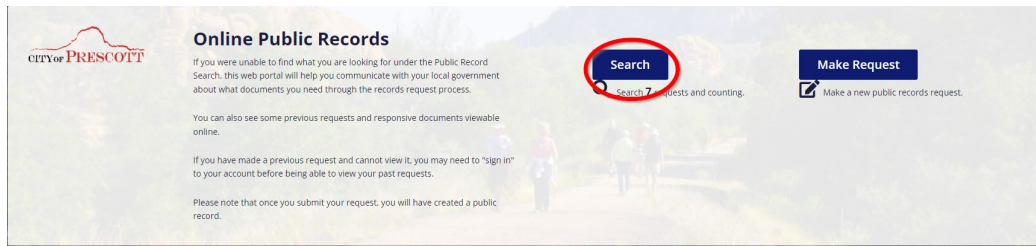
- When searching for Agendas, Minutes, Ordinances and Resolutions, enter the meeting date, and type in the boxes. You can enter a specific date or a range. If you do not know the meeting date or type, enter a keyword into the “Text Search” box, then click submit. The more information you can enter, the more specific the returned information will be.

The screenshot shows a search interface with the following elements:

- Meeting Date:** Two input boxes with calendar icons, separated by a hyphen.
- Meeting Type:** A dropdown menu.
- Text Search:** A single-line text input box.
- Buttons:** A grey "Reset" button and a blue "Submit" button.

## Searching NextRequest for other requests that have been published.

- Navigate to <https://prescott.nextrequest.com/>
- Click on “Search”



- Any requests that have been made public will be located on this page, and you can open the request by clicking on the blue request number.

7 Requests found

| Request                | Status                              | Requester         | Request Description   | Departments                         |
|------------------------|-------------------------------------|-------------------|---|-------------------------------------|
| <a href="#">23-425</a> | <input checked="" type="checkbox"/> | Jill Ramos        | Good Afternoon, I am looking for the current commercial soli...   | Public Works                        |
| <a href="#">22-594</a> | <input checked="" type="checkbox"/> | Bon               | Non-commercial request: I received an email from Director As...   | Legal Department                    |
| <a href="#">22-569</a> | <input checked="" type="checkbox"/> | Dona Poirier      | The following is a Freedom of Information Act request. Fo...      | Human Resources, Legal Department   |
| <a href="#">22-404</a> | <input checked="" type="checkbox"/> | Victoria. Sanchez | Can you please provide a flood report 2572 Sequoia Parcel #116... | Public Works                        |
| <a href="#">21-811</a> | <input checked="" type="checkbox"/> | Ryan Schultz      | Hello I am gathering records for the possible development of a... | Community Development, Public Works |
| <a href="#">21-661</a> | <input checked="" type="checkbox"/> | Howard Mechanic   | This is a non-commercial request. All communication, inclu...     | City Clerk, Legal Department        |
| <a href="#">21-421</a> | <input checked="" type="checkbox"/> | Deb               | THIS IS A NON-COMMERCIAL REQUEST Please provide all records ...   | City Clerk, Legal Department        |