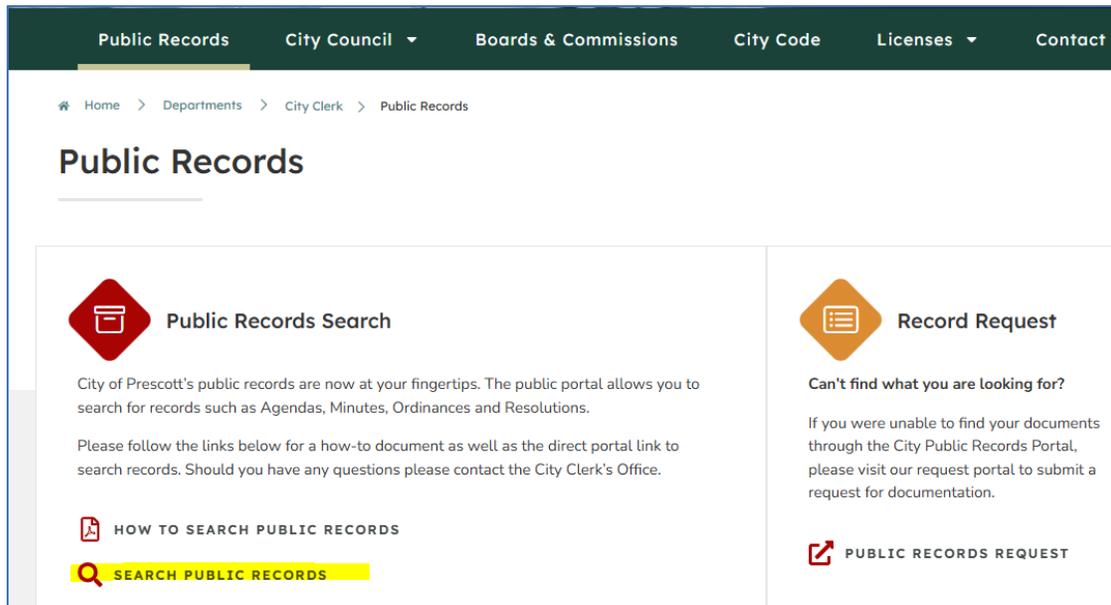


# City of Prescott Public Records

## How to Search Records & Submit Requests

### Searching readily available public records

- Navigate to <https://www.prescott-az.gov/city-management/leadership/public-records/>
- Click on the link entitled “Search Public Records”



- From here you can search for Agendas, Minutes, Ordinances and Resolutions.
- Contracts are available through the Contracts Portal here: <https://procurement.opengov.com/portal/prescott-az/contracts>
- When searching for Agendas, Minutes, Ordinances and Resolutions, enter the meeting date or range, and type in the boxes. 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.

## Searching public records available from public requests

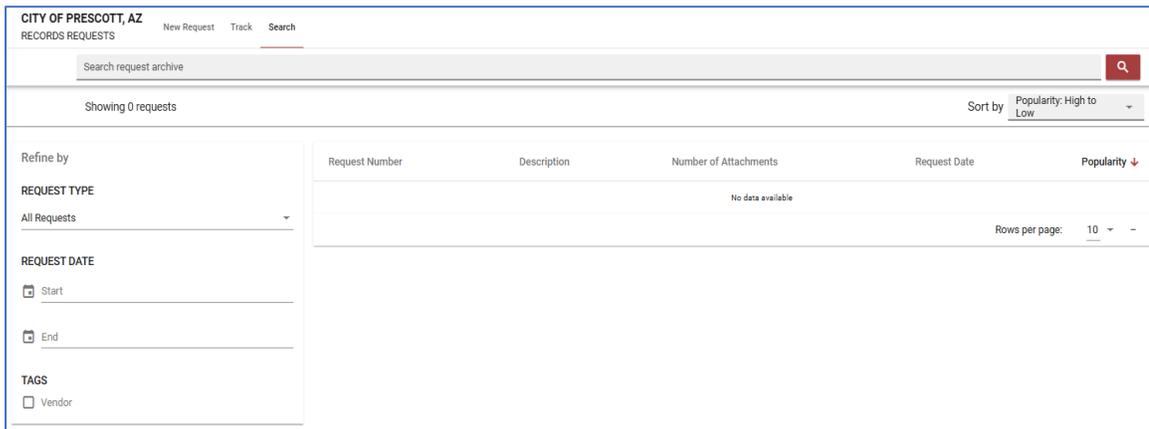
- Navigate to <https://www.prescott-az.gov/city-management/leadership/public-records/>

The screenshot shows the 'Public Records' page on the City of Prescott website. The navigation bar includes 'Public Records', 'City Council', 'Boards & Commissions', 'City Code', 'Licenses', and 'Contact'. The breadcrumb trail is 'Home > Departments > City Clerk > Public Records'. The main heading is 'Public Records'. There are two main sections: 'Public Records Search' and 'Record Request'. The 'Public Records Search' section includes a description of the public portal, a 'HOW TO SEARCH PUBLIC RECORDS' link, and a 'SEARCH PUBLIC RECORDS' link. The 'Record Request' section includes a 'Can't find what you are looking for?' heading, a description of the request portal, and a 'PUBLIC RECORDS REQUEST' link.

- Click on "Public Records Request"
- Takes you to <https://cityofprescottaz.justfoia.com/publicportal>
- Click "Search Archive"
- Enter key word or words for search or just click "SEARCH"

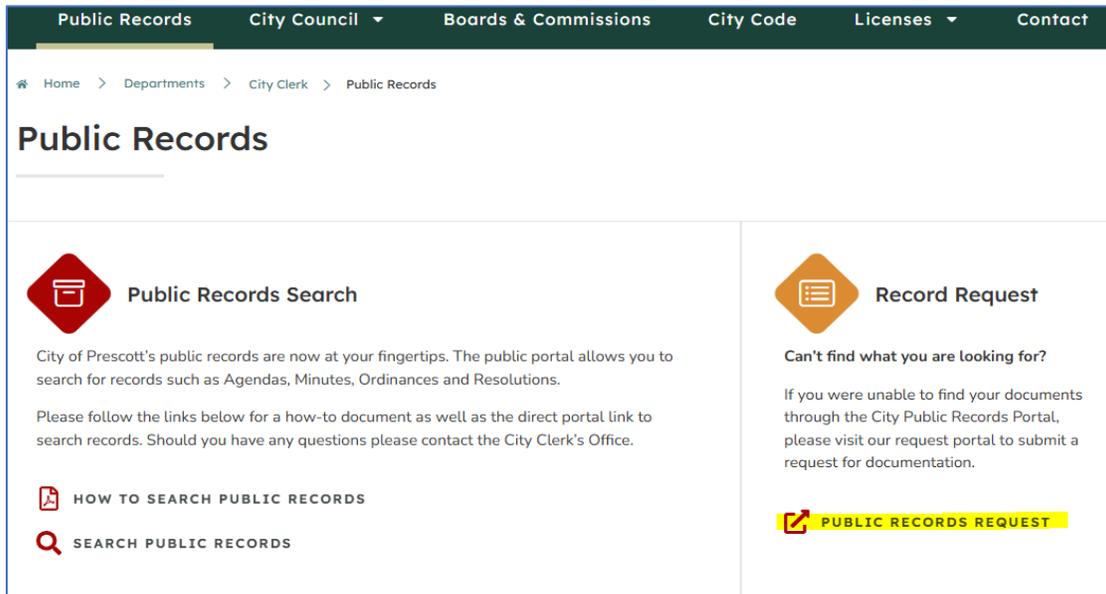
The screenshot shows the 'City of Prescott, ARIZONA' logo at the top. Below the logo, it says 'Thank you for visiting the City of Prescott, AZ Public Record Request'. There are three instructions: 'To submit a new request: Select the *New Request* button and complete the request form.', 'To search the record request archive: Select the *Search Archive* button and enter keywords that may be associated with your search.', and 'To check the status of a submitted request: Select the *Track Status* button and enter the Request Number and Security Key received following'. Below the instructions are three buttons: 'NEW REQUEST', 'SEARCH ARCHIVE', and 'TRACK STATUS'. The 'SEARCH ARCHIVE' button is circled in red. Below the buttons is a search bar with the text 'SEARCH REQUESTS' and a red 'SEARCH' button. At the bottom, it says 'Search public requests and download documents without having to submit a request'.

- Any requests that have been made public will be located on this page
- Click on the Request Number to see the details and list of related documents

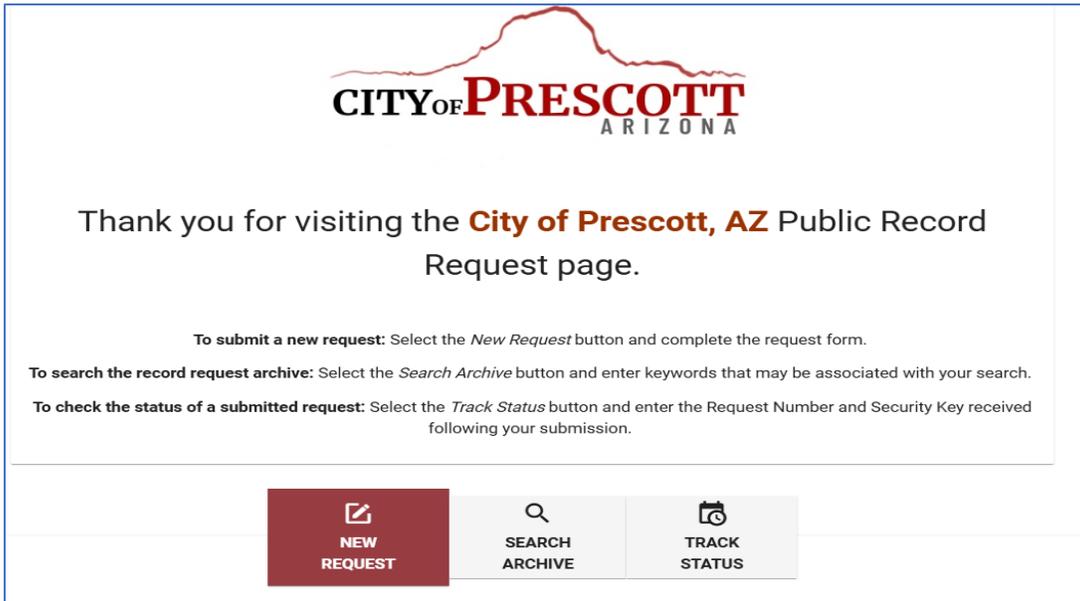


## Creating a new request for existing records

- If you have not found what you are looking for in the above options, navigate to <https://www.prescott-az.gov/city-management/leadership/public-records/>



- Click on "Public Records Request"
- Takes you to <https://cityofprescottaz.justfoia.com/publicportal>



- Click “New Request”, choose appropriate form, and fill in applicable information providing as much detail as possible
  
- After you submit your request, you will receive an email with your “Request Number” and “Security Key”



- To check back on the status of your request and to retrieve documents once notified they are available, click on the “Track Status” and enter your “Request Number” and “Security Key” and click “Track”