



City of Phoenix

To: City Clerk Department

Date:

From:

Subject: MINUTES ROUTE FORM

A.R.S. § 38-509 requires the filing of disclosures of substantial interest be maintained in a special file. To enable the City of Phoenix to comply with this State Statute, you are required to complete the following and attach this form when filing minutes with City Clerk Department.

NAME OF PUBLIC BODY: _____

DATE OF MEETING: _____

Department

Contact

Phone #

ATTACHED MINUTES CONTAIN DECLARED CONFLICT OF INTEREST:

YES

NO

If yes, please complete the following:

List any members that declared a conflict of interest at this meeting and the item(s) on which a conflict was declared:

Member Name

Item Number

Special Instructions _____

If you have any questions, please call Official Records at 256-3186.