

Full Name	Date
Company Name	
Address	City
	State
	Zip Code
Phone Number ( )	E-Mail Address
<input type="checkbox"/> Land	<input type="checkbox"/> Cell

Indicate whether you wish to review/inspect or receive a copy of the requested record:  Inspect  Copy

**Describe the Requested Record for Inspection or Copying. Be very specific with your request.**

After receipt of your request, you will be notified within three (3) working days when the materials will be available for review or pick-up. Payment is due for copies when they are picked up. Materials will not be faxed.

**Purpose of Request** (Please check the appropriate box.)

**Commercial Purpose\***

\*In accordance with A.R.S. § 39-121.03 A-D, a person requesting records for a commercial purpose must specify the commercial purpose for which the documents being requested will be used. Commercial purpose does not mean the use of a public record as evidence or as research for evidence in an action in any judicial or quasi-judicial body. Please check the appropriate box.

- Use a public record for the purpose of sale or resale or for the purpose of producing a document containing all or part of the copy, printout, or photograph for sale.
- Obtaining of names and addresses from public records for the purpose of solicitation.
- Sale of names and addresses to another for the purpose of solicitation for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of the public record.

**Non-Commercial Purpose**

Please note that there are penalties associated with either using public records or allowing them to be used for a commercial purpose without declaring such intent on this request application.

**Certifications**

- I understand that the information requested may include documents that have been sealed by a "technical registrant" (architect, engineer, etc. as defined in A.R.S. § 32-101) and agree to keep and protect the document from further distribution and not to allow further reproduction of the document.
- I certify that all of the foregoing information is true to the best of my knowledge and belief. I agree to pay all appropriate fees at the time the requested information is delivered. I understand copies that are not picked up within two (2) weeks of the request will be billed and documents given out only after payment is received. I agree to hold the City of Litchfield Park, its agents and employees harmless from any claim, causes of action, or other liability that may arise as a result of furnishing these documents to me or as a result of my use or misuse of these documents.

**Signature of Requester**

**Date**

Fees			For Office Use Only	
<b>Copies</b>	<b>B/W</b>	<b>Color</b>	<b>Routed to</b>	<b>DATE RECEIVED</b>
(8 ½ x 11)	\$0.50 per page	\$0.60 per page	<b>Payment</b>	
(8 ½ x 14)	\$0.75 per page	\$0.80 per page	<b>Mailed/Emailed</b>	
(11 x 17)	\$0.90 per page	\$0.90 per page	<b>*Staff Hours</b>	
CD	\$5.00	\$5.00		

\*Fees for research are referred to in the attached Fee Schedule. Fees are due prior to release.

\*\*The City is not required to create documents in order to comply with a request for specific information, nor is the City not obligated to compile information from various records into a format that is more useful to the Requester.

**Submit your request by one of the following ways:**

**Fax (623) 935-5427**

**Email [recordsrequests@litchfield-park.org](mailto:recordsrequests@litchfield-park.org)**

\*\*The Billable Rates shown below were adopted under Resolution 21-493.

## Section 6 Billable Rates

<b>BILLABLE RATES FOR EMPLOYEES</b>			
		<b>BILLABLE RATE PER HOUR</b>	
		<b>Regular Rate</b>	<b>Overtime</b>
<b>Building Safety</b>			
	Building Official	\$62.34	
	Administrative Assistant	\$30.15	\$45.22
<b>City Clerk</b>			
	City Clerk	\$44.98	\$67.47
	Administrative Assistant I	\$30.15	\$45.22
<b>City Manager</b>			
	City Manager	\$91.81	
	Assistant City Manager	\$73.84	
	Management Assistant	\$64.44	\$96.66
<b>Code Enforcement</b>			
	Code Enforcement Officer (Vacant)	\$0.00	\$0.00
<b>Community and Recreation Services</b>			
	Aquatics Manager	\$31.34	\$47.01
	Office Manager	\$56.68	
	Special Events Coordinator	\$42.11	\$63.17
	Youth Sports Coordinator	\$41.10	\$61.65
	Youth Sports Assistant	\$26.10	\$39.15
	Preschool Teacher	\$30.30	\$45.44
	Preschool Teacher Assistant	\$18.68	\$28.03
	Preschool Aide	\$14.62	\$21.93
	Cashiers (Average)	\$14.96	\$22.44
<b>Court</b>			
	Court Clerk	\$42.66	\$63.99
	Assistant Court Clerk	\$0.00	\$0.00
<b>Finance</b>			
	Director of Budget and Finance	\$74.47	
	Accounting Specialist	\$43.92	\$65.88
<b>Human Resources</b>			
	Director of Human Resources	\$75.24	
	Administrative Assistant II	\$37.30	\$55.94
<b>Planning</b>			
	Director of Planning Services	\$72.38	
<b>Public Works</b>			
	Director of Public Works	\$69.33	
	Public Works Manager	\$56.81	
	Public Works Supervisors	\$46.89	\$70.33
	Maintenance Technicians (Average)	\$35.42	\$53.13

Updated 3/21/19