



214 West Wigwam Boulevard | Litchfield Park, AZ 85340
 P 623.935.5033 | F 623.935.5427 | www.litchfield-park.org

REQUEST FOR DOCUMENTS

The following policy applies to all requests for documents:

- After receipt of your request, you will be notified within two (2) working days when the documents are available for review or pickup. Payment is due for copies when they are picked up.
- Documents will not be faxed. If documents are requested to be mailed, they will be sent by first class mail after receipt of payment (including cost of postage). Make checks payable to: *City of Litchfield Park*.
- Per ARS 39-121, the public records requested will be used solely for non-commercial purposes.
- | | | | | | |
|----------|----------|--|---------------------------|-------|-----------------|
| CHARGES: | Copies | B/W | \$0.50 per page (8½ x 11) | Color | \$0.60 per page |
| | | | \$0.75 per page (8½ x 14) | | \$0.80 per page |
| | | | \$0.90 per page (11 x 17) | | \$1.00 per page |
| | Research | Based Upon Billable Rates Set Forth in Exhibit C of Fee Schedule | | | |

NAME _____ DATE _____

ADDRESS _____

PHONE _____ EMAIL _____

DOCUMENTS REQUESTED (be specific)	DOCUMENTS PROVIDED (Include File #)	DATE READY	# OF PAGES COPIED

Notification to Requestor	City Official _____	Date _____
Payment Received / Date Received	Amount \$ _____	Date _____
Request Fulfilled By / Date	City Official _____	Date _____
Research by Staff	Dept _____	# Hours _____

By signing below, I acknowledge I have received the requested documents:

SIGNATURE

DATE

If your request is denied and you wish to file an appeal, it must be submitted in writing to the City Clerk, 214 West Wigwam Boulevard, Litchfield Park, Arizona 85340, and filed within 15 business days of the date of the denial.

Document Request Received By: _____ City Official	Document Request Routed To: _____ Department
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