

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

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

*Fees for research are referred to in Exhibit G in 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

EXHIBIT G

JOB TITLE	DEPARTMENT	BILLABLE RATE PER HOUR
<u>Administration</u>		
City Manager	Administration	\$108
City Clerk	Administration	\$66
Deputy City Clerk	Administration	\$40
Admin Asst./Records	Administration	\$24
<u>Finance</u>		
Personnel Officer	Finance	\$58
Accounting Clerk	Finance	\$31
Finance Director	Finance	\$72
<u>Public Works</u>		
Field Operations Director	Public Works	\$76
Administrative Assistant	Public Works	\$31
Code Compliance Officer	Public Works	\$30
Building Inspector	Public Works	\$51
<u>Recreation Center</u>		
Dir of Parks & Rec	Recreation Center	\$82
Office Manager	Recreation Center	\$42
<u>Planning</u>		
Planning Assistant	Administration	\$49

Wages shown above are based on hourly rates found in Exhibit G, Resolution 14-360.