

Full Name			Date	
Company Name				
Address		City		State
Zip Code				
Phone Number ()		☐ Land ☐ 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 (8 ½ x 11)	B/W \$0.50 per page	Color \$0.60 per page	Routed to	DATE RECEIVED
(8 ½ x 14)	\$0.75 per page	\$0.80 per page	Payment	
(11 x 17)	\$0.90 per page	\$0.90 per page	Mailed/Emailed	
CD	\$5.00	\$5.00	*Staff Hours	
*Fees for obtaining original records or the cost of time for personnel to produce reproductions of requested information 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 obligated to compile information from various records into a format that is more useful to the Requester.			Submit your request by email to: recordsrequests@litchfieldpark.gov	

Section 2 Billable Rates

Billable Rates for Employees		
	Billable Rate per Hour	
	Regular Rate	Overtime

Budget & Finance

Accounting Specialist II	\$48.66	\$72.99
Accounting Specialist II	\$59.89	\$89.83
Assistant City Manager/Director of Finance	\$122.40	

Building Safety

Chief Building Inspector	\$83.88	
Administrative Assistant II	\$53.01	\$79.52

City Clerk

City Clerk	\$80.71	
Deputy City Clerk	\$59.28	

City Manager

City Manager	\$167.21	
Assistant City Manager/Director of Finance	\$122.40	
Executive Assistant	\$51.81	\$77.72
Administrative Assistant II	\$53.01	\$79.52

Code Enforcement

Code Enforcement Officer	\$62.65	
--------------------------	---------	--

Communications

Communications Director	\$74.55	
-------------------------	---------	--

Community and Recreation Services

Aquatics Coordinator	\$34.71	
Community & Recreation Services Director	\$76.92	
Special Events Assistant	\$40.59	
Sports Coordinator	\$58.36	
Youth Sports Assistant	\$33.69	\$50.53
Preschool Director	\$42.65	
Preschool Aide	\$25.79	\$38.69
Cashiers (Average)	\$7.63	\$11.45

Engineering Services

City Engineer	\$112.04	
Administrative Assistant II	\$53.01	\$79.52

Billable Rates for Employees Continued

Human Resources

Director of Human Resources	\$88.14	
Human Resources Specialist	\$40.59	

Information Technology

IT Technician	\$50.86	
---------------	---------	--

Planning

Planning Director	\$104.34	
Planning Assistant PT	\$62.65	
Administrative Assistant II	\$53.01	\$79.52

Public Ground

Grounds Superintendent	\$67.24	
Maintenance Technician Supervisor	\$63.31	\$94.97
Crew Lead	\$53.47	\$80.21
Equipment & Facilities Maintenance Tech	\$53.19	\$79.79
Administrative Assistant II	\$53.01	\$79.52
Maintenance Technician (Average)	\$43.28	\$64.93

Facilities

Facilities Manager	\$64.23	
Administrative Assistant II	\$53.01	\$79.52
Maintenance Technician (Average)	\$54.97	\$82.46

Updated 04/15/2026