



Lakewood

CITY OF LAKEWOOD PUBLIC RECORDS REQUEST FORM

**ALL REQUESTS FOR PUBLIC RECORDS
MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE IN WRITING**

Fax to 303-987-7088, email to jescla@lakewood.org, or mail/hand-deliver to
Lakewood City Clerk, 480 S. Allison Pkwy, Lakewood, CO 80226

(For Police/Criminal Justice records, see <http://www.lakewood.org/policerecords/> and
click on Police Records Request Form; for Municipal Court records, go to
http://www.lakewood.org/Forms/Municipal_Court/Record_Requests_Form.aspx)

PLEASE PRINT

Name: _____ Date of Request: _____

Address: _____

City: _____ State: ____ Zip Code: _____

Phone: Day _____ Evening _____

Email Address: _____

How would you like the records:

Physical Hard Copies: _____ OR Electronic Copies _____

REQUEST DETAILS

Please list and describe, as specifically as possible, each record you desire. If you are unsure of the precise record(s) you need, please describe, as specifically as possible, the nature, timeframe or date range, parties, and subject matter of the record(s). Please allow three (3) working days for a response to your request.

(See other side)

Basic Fee Schedule for Public Records Requests – City of Lakewood
(a complete fee schedule is available on www.lakewood.org or from the City Clerk's Office)

Fees & Charges - General	Fee
Copies – standard page (defined as a document created from word processing, generated onto paper sized 8 ½ x 11 to 11" x 17" from a non-color printer)	\$.25/page
✦ Copy, printout, or photograph in a format other than a standard page	Actual cost to the City
✦ Request for data in a form not used by the City	Actual cost to the City
✦ Research and Retrieval <ul style="list-style-type: none">◆ A 50% advance deposit may be required for public records requests that will require significant staff time and resources to complete.◆ A 100% advance deposit may be required for requests from persons who have made previous records requests and not paid or not come in to view the requested information.	Actual time spent in excess of one hour x \$30.00/hour

For staff use only:

Request completed by: _____ Date _____

Request denied by: _____ Date _____

The Colorado Open Records Act, C.R.S. §§ 24-72-201, *et seq.*, identifies certain records that may, or must, remain confidential and closed to public inspection. Your request to view records may be denied pursuant to the provisions of C.R.S. §24-72-204.

Reason(s) for denial: