



Lakewood

**ALL PUBLIC RECORDS REQUESTS 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

**CITY OF LAKEWOOD PUBLIC RECORDS REQUEST FORM
PURSUANT TO THE COLORADO OPEN RECORDS ACT**

PLEASE PRINT

Name: _____ Date of Request: _____

Address: _____

City: _____ State: ____ Zip Code: _____

Phone: Day _____ Evening _____

Email Address: _____

Copies requested: Yes _____ No _____ Electronic Copies Only _____

INSTRUCTIONS

Please list and describe, as specifically as possible, each record you desire. If you are unsure about the precise record(s) you need, please describe as specifically as possible the nature of each record, the timeframe or date range for each record, the parties to each record and the subject matter of each record. 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: