

City of Lakewood Fee Schedule for Records & Information Requests

Attachment to Administrative Regulation I/A – June 30, 2014

Fees & Charges – Public Records Requests per the Colorado Open Records Act	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 printing process)	\$.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 \$33.58/hour
Fees & Charges for Specific Types of Information & Services (Minimal Research Required)	Fee
Audio-Visual Recordings <ul style="list-style-type: none"> ✦ Audio recordings of Council, Board or Commission meetings ✦ KLTv8 Programs (including video recordings of City Council meetings): <ul style="list-style-type: none"> ◆ Copies from original master to DVD (may be limited to 2 hours) <p>Council meetings may be viewed at https://www.lakewood.org/Government/City-Council-Landing/Meeting-Videos</p>	\$5.00/CD or DVD \$6.00 for Flash Drives* \$5.00/DVD No charge
Brochures & pamphlets provided to citizens & businesses (# copies may be limited)	No charge (if available)
City Charter (Free online @ https://www.lakewood.org/City-Clerks-Office/City-Codes-Laws)	\$10.00 (paper)
City Council agendas/minutes (Free online @ https://www.lakewood.org/Government/City-Council-Landing/City-Council-Agendas-Packets-and-Minutes) <ul style="list-style-type: none"> ✦ Faxed copy – local number 	No Charge
Copies – includes standard sizes (8 ½ x 11” to 11 x 17”) produced from printer, copier or microfilm printer. All others fall into “Oversized Documents” category. <ul style="list-style-type: none"> ✦ Black & white copies ✦ Color copies (see also GIS fees below) ✦ Faxed copies (10-page maximum excluding cover page) 	\$.25/page \$1.00/page No charge
Court Records – Lakewood Municipal Court, 445 S. Allison Pkwy <ul style="list-style-type: none"> ✦ Court Records; audio recordings of Court proceedings; transcripts Fee information & request form available @ https://municourtportal.lakewood.org/	Call Municipal Court 303-987-7400
Document certification	\$2.00 each document
Electronically Transferred Information (email, file transfer) <ul style="list-style-type: none"> ✦ If transfer is made using a CD/DVD, USB flash drive or similar device* 	No charge Research/retrieval fees may apply Actual cost to the City
Geographic Information System (fees updated annually) <ul style="list-style-type: none"> ✦ Digital Data <ul style="list-style-type: none"> ◆ ArcView Shape Files, Arc Export Coverages/Image Files ◆ Staff time GIS Maps – Self-service mapping available @ https://www.lakewood.org/Government/Maps <ul style="list-style-type: none"> ◆ 8.5 x 11” color print ◆ 11 x 17” color print ◆ 24 x 36” color print 	Actual cost to the City including staff time \$50/hour (1 hr minimum) \$3.00 each \$4.00 each \$15.00 each

<ul style="list-style-type: none"> ◆ 36 x 36" color print ◆ 36 x 42" color print ◆ 36 x 48" color print 	<p>\$20.00 each \$25.00 each \$30.00 each</p>
<ul style="list-style-type: none"> ✦ GIS Maps - Custom <ul style="list-style-type: none"> ◆ Custom maps that take more than 15 minutes of staff time to create will incur plotting, printing and staff time charges. 	<p>\$50/hour staff time (minimum 1 hour charge)</p>
<p>Municipal Code Book (Free online @ https://www.lakewood.org/City-Clerks-Office/City-Codes-Laws)</p> <ul style="list-style-type: none"> ✦ Paper copy ✦ Annual supplements 	<p>\$225.00 \$150.00</p>
<p>Notary Services – Lakewood residents Notary Services – Non-residents</p>	<p>No Charge \$2.00 each document</p>
<p>Oversized Documents (larger than 11 x 17")</p> <ul style="list-style-type: none"> ✦ 18 x 24" Copies – Black & White (from Microfilm Reader/Printer) ✦ 24 x 36" Copies – Black & White (from standard printer) ✦ 24 x 36" Copies – Color 	<p>\$2.00 each \$5.00 each \$15.00 each</p>
<p>Police Records – Lakewood Police Department, 445 S Allison Pkwy</p> <ul style="list-style-type: none"> ✦ Police Reports, including Code Enforcement Case Reports <p>Fee schedule, records request form available @https://www.lakewood.org/Police/Police-Records</p>	<p>Call Police Records 303-987-7331</p>
<p>Printed publications – Finance (paper copies subject to availability) City Budget (Free online @ https://www.lakewood.org/Finance) Comprehensive Annual Financial Report (Free online @ https://www.lakewood.org/Finance)</p>	<p>Budget not available in paper CAFR – \$20.00 paper</p>
<p>Printed publications – Planning (Free online @ https://www.lakewood.org/Planning)</p> <ul style="list-style-type: none"> ✦ Comprehensive Plan ✦ Neighborhood Plans ✦ Light Rail Station Area Plans ✦ Zoning Ordinance ✦ Population & Land Use Report ✦ Subdivision Ordinance ✦ Design Guidelines 	<p>\$5.00/CD or DVD \$6.00 for Flash Drives* No charge No charge No charge \$20.00 paper \$25.00 paper \$20.00 paper \$10.00 paper</p>
<p>Printed publications – Public Works (“Books” available @https://www.lakewood.org/Public-Works)</p> <ul style="list-style-type: none"> ✦ Drainage Criteria Manual (“Blue Book”) ✦ Drainage Report w/plans (copy – same price for any # pages) ✦ Engineering Regulations & Design Standards (“Pink Book”) ✦ Traffic Engineering Design Standards (“TEDS”; “Green Book”) 	<p>Free online No Charge \$15.00 each No Charge No Charge</p>
<p>Printed publications not specified herein</p>	<p>City’s cost</p>
<p>Research and Retrieval (in excess of 1 hour)</p>	<p>\$33.58/hour</p>
<p>Research and Retrieval – Building Permits (in excess of 1 hour)</p>	<p>\$33.58/hour</p>
<p>Verbatim Transcripts – Council, Board or Commission meetings</p> <ul style="list-style-type: none"> ✦ Non-refundable deposit (applied against City cost) ✦ Verification of accuracy of transcript & certification 	<p>City’s Cost \$300.00 \$100/hour</p>

Ward Maps	
✦ 24 x 36"	\$15.00 each
✦ 8.5 x 11"	\$3.00 each

Fees include research and retrieval time not to exceed 1 hour. Time spent inspecting documents, redacting exempt information and overseeing the inspection of public records by the requestor will be included in fee calculations. Individual departments may, by administrative rule or action, establish fees and charges for research, retrieval, and reproduction of records specific to that department, as long as they do not exceed the actual cost to the City or applicable fees established by state law. All fees are subject to annual review and revision.

Requestors who have not come in to view the requested information within 10 working days of being notified that the information is available for review will be required to submit a new public records request.

The City does not charge for public records requests for up to 20 pages of readily available documents from the following groups or persons: Members of City Council (see exception under "Fees and Charges", Administrative Regulation I/A), other governmental officials or organizations, professional associations, or students requesting documents for a specific class research project.

***Note: Any portable storage device (e.g. disk or flash drive) used to transfer information to or from City computers must be provided by the City (see fees above). Any request larger than 2GB will be transferred electronically via <https://www.hightail.com/>**