



Lakewood
Colorado

Office of the City Clerk
480 South Allison Parkway
Lakewood, Colorado 80226-3127

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

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

**CITY OF LAKEWOOD PUBLIC RECORDS REQUEST
UNDER 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 _____

INSTRUCTIONS

Indicate the information you desire and/or list each requested document. Please be as specific as possible. Allow 3 working days for a search of the records.

(See other side)

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

Fees & Charges – Public Records Requests	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 \$30.00/hour

PLEASE NOTE:

UNDER COLORADO LAW, §18-8-114 C.R.S. (2010), IT IS A CLASS 1 MISDEMEANOR FOR ANY PERSON TO KNOWINGLY MAKE A FALSE ENTRY OR ALTER ANY PUBLIC RECORD OR TO DESTROY, MULTILATE, CONCEAL, REMOVE, OR IMPAIR THE AVAILABILITY OF ANY PUBLIC RECORD. “PUBLIC RECORD” INCLUDES ALL OFFICIAL BOOKS, PAPERS, OR RECORDS CREATED, RECEIVED, OR USED BY OR IN ANY GOVERNMENTAL OFFICE OR AGENCY.

(For staff use only)

Request completed by: _____ Date _____

Request denied by: _____ Date _____

The Colorado Open Records Act (CORA) recognizes many types of information (“writings”) that may, or must, remain closed to public inspection. Your request to view records may be denied pursuant to C.R.S. §24-72-204.

Reason(s) for denial: