

CITY OF LEADVILLE

OPEN RECORDS REQUEST FORM AND INVOICE

INSTRUCTIONS TO APPLICANT

The City of Leadville complies with public records inspection requests in compliance with the Colorado Public Records Act, Article 72 of Title 24. Public records are open for inspection by any person at reasonable times.

If public records requested are not in the custody or control of the City, the Applicant shall be notified of this fact. Such notification will be in writing only if the Applicant requests written notification. Such notification shall state, to the best of the responding City employee's knowledge and belief, the reason for the absence of the records, the location of the records and who has custody or control of the records.

If the records requested are in active use, in storage or otherwise not readily available at the time requested for inspection, the City shall notify the Applicant. Such notification will be in writing only if the Applicant requests written notification. If the Applicant further requests, the City shall set a date and hour at which the records will be available for inspection which shall be within a reasonable time after the request

No public record shall be made available for inspection if such inspection would be contrary to state statute, federal statute or regulation or supreme court rule or court order.

Not all records within the custody or control of the City are available for inspection as public records either because the documents do not meet the statutory definition of public record or because the record is excepted from the disclosure requirements. If access to any public record is denied, the City will provide a written statement of the grounds for denial only if requested by the applicant.

The City will charge a fee of \$.25 per standard page for copies and \$10.00 per tape for making copies of minutes and/or public hearings.

Where the request requires the manipulation of data to generate a record in a form not usually kept by the City, the City will impose a reasonable fee equal to the actual cost of manipulating the data. Staff time in manipulating and generating data will also be charged.

OPEN RECORDS REQUEST

Date and time of request: _____

Department or Official to which request is made: _____

Name of person requesting record: _____

Organization of person requesting record: _____

Mailing address: _____

Email: _____

Phone Number _____ Fax Number _____

Records requested. The request should be specific enough to allow identification of the records requested including, if available, title, date (year, month, day if possible) and the department which may hold the records:

Form Desired: ___ Inspection only, ___ Copies, ___ Printouts, ___ Photographs, ___ Digital or Electronic.

Specify if other: _____

Method of response (pickup, mail, fax, email, etc.): _____

Date and time needed: _____

(The time for inspection or provision of records shall be within three (3) working days of the date of request unless extenuating circumstances exist)

Signature of person making request _____

INVOICE

Copies: letter size at 25 cents/page: \$ _____

Copies: legal size at 35 cents/page: \$ _____

Copies: tabloid or ledger size at 50 cents/page: \$ _____

Copies: large format map or building drawing sheets \$ _____/page: \$ _____

Extra charge for collating, binding, manual stapling, etc. \$ _____

Cassette Tape, CD, or DVD at \$10 each \$ _____

Fees for preparation of data to produce requested record:

Staff research time after the first 15 minutes: _____ . _____ hours x \$ 20.00 per hr: \$ _____

Staff preparation or copying time: _____ . _____ hours x \$ 20.00 per hr: \$ _____

Accounting, engineering, or professional consultant
research and preparation time: _____ . _____ hours x \$ _____ per hr: \$ _____

Attorney's legal research and preparation time: _____ . _____ hours x \$ 200.00 per hr: \$ _____

Other costs (specified): _____

_____ \$ _____

TOTAL : \$ _____