



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)

REQUESTOR INFORMATION (Please Print):

Name: _____ Date of Request: _____

Address: _____

City: _____ State: ____ Zip Code: _____

Email: _____ Phone: _____

How would you like the records:

Hard Copies: (\$0.25 per page) _____ OR Electronic Copies _____

Instructions:

Please list and describe below, as specifically as possible, each record you are requesting. 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). If the record(s) relates to one or more parcels of real property, you must provide the complete address or other identifying information of such property/ies. Please allow at least 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:

Disclaimer Regarding Environmental Reports and Other Environmentally Related Records

Since 1987, the City of Lakewood, Colorado (City), has collected environmental reports and other environmentally related incident records for various sites throughout Lakewood. These reports and records are subject to the Colorado Open Records Act, C.R.S. §§ 24-72-201, *et seq.*, and accessible to the public through the Lakewood City Clerk's Office at 480 S. Allison Parkway, Lakewood, Colorado. The City did not create or generate most of the environmental reports and records contained in its files and is therefore not responsible for the content of such reports and records. By producing these documents, the City is not making any representation as to the accuracy or completeness of such reports and records. **The City of Lakewood expressly disclaims any and all responsibility for information contained in, or omitted from, environmental reports and environmentally related records in the City's possession. The City of Lakewood will not accept any liability resulting from the requestor's, or any other party's, reliance on such reports or records.** The requestor is encouraged to seek independent advice and other sources as necessary.

Inquiry must be for one or more specific, valid addresses within the City of Lakewood. The database does not allow for ranges of addresses to be searched. It is incumbent on the requestor, and not the City of Lakewood, to identify the specific properties for the records search.

By signing below, the requestor hereby acknowledges he/she/it has read and understands this Disclaimer Regarding Environmental Reports and Other Environmentally Related Records.

Address(es) of inquiry: _____

Signature: _____ Printed Name: _____

Representing: _____

Entity Street Address: _____

City, State and Zip Code: _____ Phone: _____

Instructions for Requestor:

Before an environmental records search can be initiated, a public records request form must be completed, signed and submitted to the Lakewood City Clerk's Office, along with this Disclaimer completed and signed, and may be faxed to 303-987-7088, ATTN: PUBLIC RECORDS REQUEST, or sent by email to jescla@lakewood.org. After receiving the completed forms, the City will search its environmental database for the requested address(es). If records are identified, the requestor will be notified when responsive records, if any, are available for viewing. Questions? Call 303-987-7080.

Office Use Only:

Database search for _____ (address)

Completed _____ (date) by _____ (staff person). Records found? Y N

If yes: _____ (file #s)

Search results forwarded to City Clerk's Office on _____ (date) by _____ (initials).

File reviewed by: _____ (staff person/date) and _____ (staff person/date).

Notes: