

230 N. Bluff Street
PO Box 544 Lake City, CO 81235
970-944-2333
www.townoflakecity.co
townclerk@townoflakecity.co

TOWN OF LAKE CITY

PUBLIC RECORD REQUEST

Name: _____ Date: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Daytime Phone: _____

E-mail Address: _____ Fax Number: _____

Copies Requested Yes [] No []
CD Requested (for audio records of meetings only) Yes [] No []

Please indicate the information desired and/or list each requested document. Please be as specific as possible.

Pursuant to §24-72-203 C.R.S. three (3) working days may be allowed for a search of the records. This may be extended by seven (7) working days for extenuating circumstances, to include the records being in active use, in storage or otherwise not readily available. See Open Records Policy for further information.

Records are available for viewing by appointment only during normal business hours between 9:00 am to 12:00 pm and 1:00 pm to 5:00 pm, Monday thru Friday at Town Hall.

REQUEST MAY BE FAXED / EMAILED TO: 970-944-2337 / townclerk@townoflakecity.co
[All faxed or e-mailed requests must be followed up with a phone call to be sure it was received.]

Charges: To be completed by Town Clerk (See attached fee schedule)

_____	=	_____
_____	=	_____
_____	=	_____
_____	=	_____

Total = \$ _____

Staff Use Only

Date Received: _____ Time Received: _____ Date Completed: _____

Time Completed: _____ Completed By: _____

Summary of Response _____

SCHEDULE OF COPYING CHARGES AND MISCELLANEOUS FEES
(§24-72-205 C.R.S.)

<u>CD:</u>	Per CD	\$5.00 (CD provided by Town)
<u>Lake City Municipal Code:</u>	Available through Town of Lake City website: www.townoflakecity.co	
<u>Certification of Document :</u>	Each copy This applies to: Requests from citizens/agencies for certified true copies of Town documents	\$5.00 for staff time
<u>Copies of Documents:</u>	Per 1-sided 8½” X 11” page; 1-sided 8½” X 14” page; or 1-sided 11” X 17” page Documents requiring outside printing will be assessed the actual cost to the Town Note: Many documents are available through Town of Lake City website: www.townoflakecity.co For voluminous records request, the Town will require a 50% deposit before work starts on the request. Please see policy for details.	<u>1-sided 8½” X 11” page</u> \$.25 Black & White each \$.35 Color each <u>1-sided 8½” X 14” page</u> \$.35 Black & White each \$.45 Color each <u>1-sided 11” X 17” page</u> \$.50 Black & White each \$.60 Color each
<u>Model Traffic Code:</u>	Available through the Colorado Department of Transportation	
<u>Other Requests and Documents</u>		Actual cost to the Town to obtain or reproduce
<u>Staff Time:</u>	When information gathering, printing, producing or retrieval of a document requires staff research, consultation, labor or travel time, the hourly charge begins after 60 minutes and will be assessed and pro-rated in quarter hour increments.	\$25.00 per hour
<u>Uniform Fire, Plumbing, Building Codes, etc.</u>	Sold by: International Code Council: (www.constructionbook.com) Copies of sections no more than 10 pages may be made on the Website. Full copies will have to be ordered through the publisher.	