



PUBLIC RECORD REQUEST

**REQUEST MAY BE FAXED TO: (303) 688-9414, Attention Records Custodian; or
Email to diane.spomer@castlepinesgov.com**

Name: _____ Date: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Daytime Phone: _____

E-mail Address: _____ FAX Number: _____

Italicized above information is optional unless payment is by check or delivery of copies is requested.

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

INSTRUCTIONS

**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.

[Please note – all faxed or e-mailed requests must be followed up with a phone call to ensure it was received.]

Charges: (See attached fee schedule)

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

Total \$ _____

Staff Use Only

Date Received: _____ Time Received: _____

Date Completed: _____ Time Completed: _____ Completed By: _____

Summary of Response: _____

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

<u>Annual Budget:</u>	Also available on City of Castle Pines Website	\$.25 per standard page
<u>Audited Financial Statements:</u>		\$.25 per standard page
<u>CD/Tape Duplication:</u>	Per CD/cassette	\$25.00 (Cassette or CD provided by City)
<u>City of Castle Pines Ordinances and Resolutions:</u>	Also available on City of Castle Pines Website	\$.25 per standard page
<u>Certification of Document :</u>	Each copy This applies to requests from citizens/agencies for certified true copies of City documents;	\$5.00 for staff time
<u>Certification of Transcript:</u>	Records Custodian review required.	\$5.00 plus \$1.00 per page for staff time
<u>Copies of Documents:</u>	Per 8½" X 11" page; 8½" X 15" page; or Per 11" X 17" page Documents requiring outside printing will be assessed the actual cost to the City	\$.25 per standard page
<u>Liquor Code Book:</u>	Available through Colorado Department of Revenue	
<u>Model Traffic Code:</u>	Available through the Colorado Department of Transportation	
<u>Other Requests and Documents</u>		Actual cost to the City to obtain or reproduce
<u>Staff Time:</u>	When information gathering, printing or retrieval of a document requires staff research, labor or travel time, the hourly charge begins after 30 minutes and will be assessed and prorated in quarter hour increments.	Actual hourly rate of appropriate staff, but not less than \$25.00 per hour
<u>Uniform Codes Such As Fire, Plumbing, Building</u>	Sold by: All community colleges Barnes and Noble Tattered Cover International Code Council: (www.constructionbook.com)	