



City of Loveland
 500 E 3rd St
 Loveland, CO 80537

PUBLIC RECORDS REQUEST

There are fees associated for copies or requests that require significant resources or staff time. Research and Retrieval after the first hour will be charged at \$33.00 per hour.

Cash, Check or Money Order only, may be required before request is processed.

Signature _____ Date _____

REQUESTOR INFORMATION	
Name:	
Email Address:	
Phone Number:	
<p>The City can provide an estimate of costs prior to incurring such costs as a pre-condition to processing your request. Half of all estimated costs will be collected as a deposit, and all outstanding balances must be paid prior to release of any documents. Please initial if you have read and understand this estimate of costs/collection of fees: Initial _____</p>	
<p>Name of document(s) requested: (If the document name is unknown, provide a brief & specific description of request)</p>	

Fee Schedule – Approved by Resolution

Copies (letter, legal, ledger)	\$0.15 each
Research and Retrieval after first hour	\$33.00 per hour
CD	\$15.00
Reproduction of published materials	Actual Cost
Shipping	Actual Cost
Maps & Oversized documents	Varied

Our goal is to assure prompt and equitable service to customers requesting access to public records. It is our policy to make public records available for inspection at reasonable times unless such records are protected from disclosure by law. Pursuant to the Colorado Open Records Act, document requests are processed within three working days; unless the requests are voluminous, require clarification or require extensive time in locating items. In such instances, the processing time may be extended up to ten working days.

FOR INTERNAL USE
Office Notes / Completed By:
Date Completed:

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