



**ALL PUBLIC RECORDS REQUESTS MUST BE SUBMITTED
TO THE LIBRARY IN WRITING**

Fax to 303-275-2225, email to rebecca.winning@jeffcolibrary.org, or
mail/hand-deliver to Jefferson County Public Library
10200 20th Street, Lakewood, CO 80215

**JEFFERSON COUNTY PUBLIC LIBRARY
PUBLIC RECORDS REQUEST FORM PURSUANT TO THE
COLORADO OPEN RECORDS ACT**

PLEASE PRINT

Name: _____ Date of Request: _____

Address: _____

City: _____ State: ____ Zip Code: _____

Phone: Day _____ Evening _____

Email Address: _____

Copies requested: Yes _____ No _____ Electronic Copies Only _____

INSTRUCTIONS

Please list and describe, as specifically as possible, each record you desire. If you are unsure about the precise record(s) you need, please describe as specifically as possible the nature of each record, the timeframe or date range for each record, the parties to each record and the subject matter of each record. Please allow three (3) working days for a response to your request.

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.

Basic Fee Schedule for Public Records Requests

1. Copies

a. The fee for a paper copy of any public Library record, including copies requested pursuant to the Colorado Open Records laws shall be as follows:

8.5" by 11"	First five pages free 25¢ for each page after the first five pages
11" by 17"	25¢ for each page
Greater than 11" by 17"	Fee not to exceed the actual cost of reproduction

b. The fee for an electronic copy of any public Library record, including copies requested pursuant to the Colorado Open Records laws shall be as follows:

If the record exists in electronic format	\$1 for a CD (if required) + Data Compilation time
If the record had to be scanned	\$1 for a CD (if required) + Data Compilation time
If the record had to be printed and then scanned	\$1 for a CD (if required) + Data Compilation time + paper copy fee

2. Data Compilation

a. If the request will take more than an hour to fulfill, the fee for compiling requested information, including information requested pursuant to the Colorado Open Records laws shall be as follows:

Jefferson County Public Library	One hour or less	\$0
	More than an hour	\$25 per hour

b. The Communications Director's time may not be included in the Data Compilation cost.

c. The requester must be provided a cost estimate, and may be requested to pay all or a portion, prior to compiling the information.

(For staff use only)

Request completed by: _____ Date _____

Request denied by: _____ Date _____

Reason(s) for denial: