



Request for Public Information

It is the policy of the City of Commerce City to respond to requests for public records within 3 business days. The City requires requests for public information to be in writing. All copies will include **9.25% sales tax**. Please see reverse side for a complete list of fees.

C.R.S. §24-72-201 provides that all public records are open for inspection by any person at reasonable times unless otherwise provided by the act itself or other law. Public records include all writings made, maintained, or kept by the City of Commerce City. Correspondence of elected officials is specifically designated as a public record unless the correspondence is "work product" or is unrelated to the official's public duties. Certain city records may not be released on grounds that would be contrary to the public interest and include current investigations, intelligence information, personnel files, pending real estate transactions, and any medical, sociological, or achievement data.

Name: _____

Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Record you are requesting (be specific as possible): _____

☐ View records only

☐ Photocopies of records

Requestor Signature: _____

City Use Only:

Date Received

Received by

Routed to

Description	Qty/ # of Pages	Cost	Total
Std page (letter, legal, 11 X 17) black & white		.	
18 X 24 (black and white)			
18 X 24 (color)			
24 X 36 (black and white)			
24 X 36 (color)			
Media (DVD, CD, video, audio, etc.)			
Photographs			
Maps			
Search and retrieval time (\$30 per hour)			
Sub-total:			
Tax (9.25%)			
Total			

Custodian releasing information signature

Date released

PUBLIC INFORMATION AND OPEN RECORDS FEES

Copies and Printouts of Records and Documents - Electronic Documents – provided by email at no charge	
8.5" x 11" Letter, Black and White	\$0.25 (per page)
8.5" x 11" Letter, Color	\$1.00 (per page)
8.5" x 14" Legal, Black and White	\$0.25 (per page)
8.5" x 14" Legal, Color	\$1.25 (per page)
11" x 17" Black and White	\$0.25 (per page)
11" x 17" Color	\$2.00 (per page)
18" x 24" Oversized	\$9.00 (per page)
24" x 36" Oversized	\$16.00 (per page)
Faxes of Records, Documents and Electronic Documents - Standard pages include 8.5" X 11" Letter, 8.5" X 14" Legal and 11" X 17"	
Local (area codes 720, 303)	\$0.25 (per standard page)
Long Distance	\$1.00 (per standard page)
Photographs	
4" x 8" or smaller	\$8.00 (per photo)
8" x 10" or smaller	\$12.00 (per photo)
Photographs copied to Compact Disc (CD) - Fee includes cost of Compact Disc (CD)	\$10.00 (each)
Duplication of Media - Duplication of audio/video tapes, cassettes, digital video discs (DVDs) or compact discs (CDs) will be charged a rate equal to the actual cost associated with duplication plus the cost of materials as stated below.	
CD-ROM	\$2.00 (per disc)
DVD-ROM	\$5.00 (per disc)
Video Tape	\$1.50 (per 90 minute tape)
Audio Tape	\$1.25 (per 120 minute tape)
Searches and Retrievals - Searches and Retrievals \$0.50 per minute or \$30.00 per hour (prorated for partial hours). The City may require and collect a 50% advance deposit of estimated research, retrieval and duplication fees for any public information and open record requests that will take significant staff time and resources to complete.	
Standard Maps and Plans - The following schedule lists common map and plan sizes and the fee associated for each size of map. Price will be adjusted for use of special paper.	
8.5" x 11"	\$1.50 (per page)
11" x 17"	\$3.00 (per page)
17" x 22", up to 18" x 24"	\$9.00 (per page)
22" x 34", up to 24" x 36"	\$16.00 (per page)
34" x 44", up to 36" x 48"	\$31.00 (per page)
36" x 60"	\$45.00 (per page)
Over 36" x 60" including 42" wide maps	\$3.00 (per square foot)
Custom Maps, Plans and Reports - Production of custom maps, plans and reports is based on actual time. Once produced, the cost per copy is based on the fee for Standard Published Map and Plan sizes.	
Custom Map Creation Charge	\$0.60 (per minute)