



City of Cripple Creek  
 337 E. Bennett Avenue  
 PO Box 430  
 Cripple Creek, CO 80813

## Request for Public Records

*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 public inspection at reasonable requests for copies or requests that require significant resources.*

<b>Requester Name:</b>		<b>Date/Time:</b>
<b>Mailing Address:</b>		
<b>Signature:</b>		<b>Phone:</b>
<b>Detailed description of records requested:</b>		
<b>Fee Schedule:</b>		
<b>Copies (black &amp; white)</b>	1 <sup>st</sup> two pages are free. Each additional page \$0.25	Note: A page is defined as one side of one page up to a paper size of 11"x 17". Additional for dbl sided
<b>Copies (color)</b>	Determined on case by case basis	
<b>Research &amp; Retrieval</b>	1 <sup>st</sup> hour free. Additional time \$15.00 per hour.	
<b>Council meeting video</b>	\$25.00 each DVD only	Last 6 mths are available
<b>Budget book or other large publication</b>	To be determined	Fee is based on City's cost to duplicate publication
<b>Postage &amp; Packaging requests</b>	Varies	Only actual cost will be assessed

<b>For Internal Office Use:</b>		
Date request completed:	Amount Prepaid:	\$ _____
Approved: _____ Denied: _____	Balance due before release:	\$ _____
Reason for denial (if applicable):	<b>Total Amount Paid:</b>	\$ _____

Release Date: \_\_\_\_\_

Signature: \_\_\_\_\_