



**City Clerk's Office**  
 220 W. South Avenue  
 Woodland Park, Colorado, 80863  
 Telephone (719) 687-9246  
 Fax (719) 687-5232

## Request for Public Records

*It is the goal of the City Clerk's Office to assure prompt and equitable service to customers requesting access to public records. It is the policy of the Clerk's Office to make records available for public inspection at reasonable times unless such records are protected from disclosure by law. Please be advised that fees are associated with requests for copies or other requests that require significant resources.*

<b>Name of Individual/Organization:</b>		<b>Date of Request:</b>
<b>Address:</b>		
<b>Individual/Representative Signature:</b>		<b>Phone #:</b>
<b>Email Address: (optional)</b>		<b>Fax #:</b>
<b>Detailed description of records requested:</b>		
<b>Fee Schedule:</b>		
Copy (black & white)	\$0.25 Single Sheet (Per Page)	A page is defined as one side of one page up to a paper size of 11" x 17"
Copy (color)	Determined on case by case basis	
Research & Retrieval	\$35.00 per hour; 1 Hour Minimum	
Information Transfer to Computer media	\$50.00 for first disk then \$10.00 each	
Council meeting DVD/Video	\$33.00 each	In May 2005, the City began recording meetings on DVD - All Previous meetings are VHS
Budget book or other large publication	Varies	Charge is based on City's cost to produce the publication
Woodland Park Home Rule Charter & Code of Ordinances	\$16.50	Only available in CD form
Postage & Packaging for mailing	Varies	Actual cost will be assessed
Standard GIS products	\$ 6.00 11" x 17" or less	\$18.00 36" x 60"
	\$12.00 18" x 24"	\$20.00 36" x 80"
	\$14.00 24" x 36"	
	\$16.00 36" x 48"	
Non-standard or special GIS products	\$50.00 per hour for personnel \$75.00 per hour for plotter	\$100.00 minimum for personnel
GIS databases	Varies	See GIS Product Price List
<b>For Internal Office Use:</b>		
Date request completed:		Amount prepaid: \$_____
Approved: _____ Denied: _____		Balance due before release: \$_____
If denied, provide reason(s):		Total Amount paid: \$_____
Summary/Description of documents provided/reviewed:		