



City of Loveland
500 East 3rd Street
Loveland, CO 80537

PUBLIC RECORDS REQUEST

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. There are fees associated for copies or requests that require significant resources. 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.

Name:	Date:
Mail Address:	Email Address:
Signature:	Phone:

Detailed description of records requested:

Fee Schedule - Approved by Resolution

Copies (letter, legal, ledger)	\$0.15 each
Research and Retrieval after first hour	\$30.00 per hour
CD	\$15.00
Reproduction of published materials	Actual cost
Shipping	Actual cost
Maps & oversized documents	Varied
Other	

For Internal Office Use

Office Notes:

Completed by:	Date:
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