City of Longmont, Colorado
City Clerk's Office
350 Kimbark Street
Longmont CO, 80501
303-651-8649

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 times unless such records are protected from disclosure by law. There are fees associated with requests for copies or requests that require significant resources.

(E-mail to: Open.Records@longmontcolorado.gov)

Requester Name:	**Date:**
Company or Agency (if applicable)**:**	
Mailing Address:	**Email Address:**
Signature:	**Phone:**
Detailed description of records requested:	

Fee Schedule:

Standard (Black & white, single-sided copy, on white, 8½" x 11" or 8½" x 14" paper)	$.10 per page
Other (various sizes, including photographs, blueprints, and other media)C	Actual or reasonable estimated City cost of production
Research, Retrieval and Compilation requiring less than one hour of cumulative staff time	No charge
Research, Retrieval and Compilation exceeding one hour of cumulative staff time	$30.00 per hour (plus document fees)
Manipulation of Data	Actual City cost
Information stored or provided electronically	Actual City cost

For Internal Office Use:

Date request completed:	Estimated Cost:	$_____
Completed by:	Amount prepaid:	$_____
If unfulfilled, provide reason(s):	Actual Cost:	$_____
	Balance due before release:	$_____
	Total Amount paid:	$_____