



Public Records Request Policy

Purpose

Transparency and full disclosure are important to the City of Littleton. The purpose of this policy is to define the policy and procedures for providing accurate records to the public in a reasonable time frame.

Definition of Public Record

“Public Records” means and includes all writings made, maintained, or kept by the state, any agency, institution, a nonprofit corporation incorporated pursuant to section 23-5-121(2), C.R.S., or political subdivision of the state, or that are described in section 29-1-902, C.R.S., and held by any local-government-financed entity for use in the exercise of functions required or authorized by law or administrative rule or involving the receipt or expenditure of public funds. “Public Records” includes the correspondence of elected officials, except to the extent that such correspondence is:

- Work product:
- Without demonstrable connection to the exercise of functions required or authorized by law or administrative rule or does not involve the receipt or expenditure of public funds;
- A communication from a constituent to an elected official that clearly implies by its nature or content that the constituent expects that it is confidential or a communication from the elected official in response to such a communication from a constituent: or
- Subject to nondisclosure as required in section 24-72-204(1).

Exempt Public Records

If disclosure is prohibited by court order or is contrary to state or federal law or regulation.

Examples: Medical, psychological, sociological, scholastic achievement data; personnel files and letters of reference; privileged or confidential information, such as communications with attorney-client privilege or proprietary information like computer source codes; deliberative process privileged materials; sexual harassment investigation records; some election, library and museum records; records on users of public utilities and facilities; materials submitted by certain applicants for executive positions. The city records custodian may deny inspection to specific records if disclosure is “contrary to the public interest.”

Access

The city clerk’s office will permit inspection and examination of non-exempt public records during regular business hours in the city clerk’s office, at Littleton Center, 2255 W. Berry Avenue, Littleton, Colorado or other locations the custodian may designate. All records shall be released in .pdf form.

Removal

At no time shall an original record of the City of Littleton be removed from the place at which the record is regularly maintained, except upon authorization of the city clerk.



CITY OF LITTLETON
 OFFICE OF THE CITY CLERK
 2255 West Berry Avenue
 Littleton, CO 80120
 (303) 795-3753 or (303) 795-3780

Public Information Request

Please list specifically what documents you want provided. **ALL DOCUMENTS ARE RELEASED IN PDF FORMAT.** Allow three (3) working days for a search of the records. Per the State of Colorado Open Records Act (C.R.S. 24- 72-203), if the request is substantially large, an extension of seven (7) working days is permitted. You will be notified prior to the three (3) days of any extension and all estimated costs.

Requester Name:		Date:	
Mailing Address:			
E-Mail Address:		Phone:	
Detailed description of records requested:			
Fee Schedule:			
Copies	\$.25 each	A page is defined as one side of one page up to a paper size of 8.5" X 14"	
Certified Copies	\$2.00 each		
Research & Retrieval	After first hour, \$30.00 per hour		
Council meeting video or other DVD	\$5.00 each		
Budget book or other large publication	Varies		Charge is based on City's cost to produce the publication
Postage & Packaging for mailing	Varies		Actual cost will be assessed
For Internal Office Use:			
Date request completed:		Amount prepaid: \$ _____	
Approved: _____ Denied: _____		Balance due before release: \$ _____	
If denied, provide reason(s):		Total Amount paid: \$ _____	

Requestor Signature