



CITY OF LAFAYETTE

PUBLIC RECORDS POLICY

The Lafayette City Clerk maintains public records associated with the required functions of government and those involving the receipt or expenditure of public funds.

Public records shall be open for inspection by any person from 8:30 a.m. to 4:30 p.m., Monday through Friday, except on City-observed holidays.

PROCEDURE FOR PROCESSING A REQUEST

A Public Records Request form must be submitted to the City Clerk, who is the official custodian of records.

Readily Accessible Documents

If the records requested are routine and are readily available they will be presented for review or copied as requested.

- The charge for copies is \$.25 per page unless the actual costs exceed that amount.
- If the total cost for copies is estimated to exceed \$5, payment must be made in advance.

Not Readily Accessible Documents

If the requested records are not readily accessible and may require time for retrieval, or if it is physically impossible to produce the documents immediately, they will be produced within a reasonable amount of time as follows:

- A reasonable amount of time shall be 3 working days or less.
- If extenuating circumstances exist, that time frame may be extended to no longer than 7 working days [24-72-203(3)(b)].
- After the first hour of Staff research time the City charges \$30 per hour for retrieval of documents that are not readily accessible. [24-72-205(6)(a)]
- The Clerk will generate a cost estimate and require pre-payment before retrieval begins.
- The requester shall pay or be refunded any adjustment based on the actual costs incurred.

Broadly Stated Requests

A broadly stated request that encompasses all or substantially all of a large category of records or a request that is without sufficient specificity may create extenuating circumstances that require additional time and cost.

Non-Existent Documents

The City is not obligated to produce or compile data that does not already exist, nor is the Clerk required to reformat, compile, tabulate or reconfigure data.

NON-PUBLIC RECORDS

Certain records are not open to public inspection according to Colorado State Statutes. A person who has been denied the right of inspection of requested documents will be informed in writing of such denial, including the grounds for the denial. Non-public, non-disclosable data includes, but is not limited to the following. For a complete listing, see C.R.S. 24-72-204:

1. Police Department records of investigations, intelligence information or security procedures. [24-72-204(2)(a)(I)]*
2. Test question, scoring keys, and other examination data relative to the administering of licensing examinations or employment examinations. [24-72-204(2)(a)(II)]
3. Specific details of research projects. [24-72-204(2)(a)(III)]
4. The contents of real estate appraisals relative to the acquisition of property for public use [24-72-204(2)(a)(IV)]
5. Medical, mental health, sociological or scholastic achievement data on individual persons.[24-72-204(3)(a)(I)]
6. Personnel files.[24-72-204(3)(a)(II)(A)]
7. Letters of reference. [24-72-204(3)(a)(III)]
8. Trade Secrets, privileged information, and confidential commercial, financial, geological or geophysical data. [24-72-204(3)(a)(IV)]
9. Addresses, telephone numbers, and personal financial information of past or present users of public utilities, public facilities, or recreational or cultural services. [24-72-204(3)(a)(IX)]
10. Library records disclosing the identity of a user [24-72-204(3)(a)(VII)]
11. Any records of sexual harassment complaints and investigations. [24-72-204(3)(a)(X)]
12. Any record that would cause substantial injury to the public if disclosed. [24-72-204(3)(a)(XIII)]
13. Any other record type not specifically listed which has been deemed confidential by the City of Lafayette.

***Lafayette Police and Municipal Court records are maintained within their departments.**