



Office of the City Clerk – 303-235-2823  
 Wheat Ridge Municipal Building  
 7500 W. 29<sup>th</sup> Ave., Wheat Ridge, CO 80033

## TWO WAYS TO ACCESS PUBLIC RECORDS

### 1) Complete the Request for Public Information Form

Complete the Colorado Open Records Act (CORA) form, later in this document.

The response to a request submitted using the CORA form usually takes three business days, and as allowed in the CORA statute may take up to 10 days.

There may be **fees** associated with fulfilling requests, based on City staff time to research and retrieve the record(s) and for copying if there are 11 or more pages.

Email the completed form to [cityclerk@ci.wheatridge.co.us](mailto:cityclerk@ci.wheatridge.co.us).

### 2) Search the City’s Laserfiche Database online, **immediately yourself!**

**You do *not* need to wait, complete a CORA form, or pay any fees for the vast majority of our public records!**

**If the record(s) are available in the City’s public records Laserfiche database, save time and money by accessing the records online! There are no fees to use Laserfiche!**

The searchable Laserfiche database includes the following types of records created in 1971 or later<sup>1</sup>:

Building/Zoning Archives Maintained by Community Development Department	Mayor, City Council, Boards and Commissions – Archives Maintained by the City Clerk
• Building Permits	• City Council Meeting Packets, Minutes
• Certificates of Occupancy	• Board and Commission Records (e.g. Planning, Liquor Authority and Board of Abatement)
• Subdivision Plats	• Zoning Change Requests
• City Council Minutes	• City Elections
• Building Inspections	• Proclamations
• Asbestos Abatement Certificates	• City Code of Laws
• Zoning Records & Change Requests	• City Charter
	• Budgets, Audits, Purchasing

### How to Search the City’s Laserfiche Records

1. Click on the link for the Laserfiche webpage:

<https://weblink.ci.wheatridge.co.us/weblink/welcome.aspx?cr=1>

<sup>1</sup> See “Finding Records the City Clerk Does NOT Maintain,” below.

2. Click on the type of record archive mostly likely to house the record you want:

Browse All City Archives
Browse City Clerk Archives
Browse Community Development Archives(building, planning, zoning...)

3. On the next webpage, browse the directories listed and search according to the on-screen instructions.  
 4. Print, download or both the records you want.

**Finding Records the City Clerk Does NOT Maintain**

The City of Wheat Ridge was incorporated in 1969 and began operating as a staffed municipality in 1971. All public records prior to 1971 are kept in the [Office of the Jefferson County Clerk and Recorder](#) or another agency; see the table below.

The following records may be obtained from these sources:

***Sources of Records the Wheat Ridge City Clerk Does Not Maintain***

Kind of Record	Agency	Website	Phone
<b>Wheat Ridge Police Records</b>	WR Police Department	<a href="https://bit.ly/WRPDRrecordsRequest">https://bit.ly/WRPDRrecordsRequest</a>	
<b>Municipal Court Records</b>	Clerk of the Municipal Court	Municipal Court <Court@ci.wheatridge.co.us>	303-235-2829
<b>Voter Registration</b>	Jefferson County Clerk and Recorder	<a href="#">Voter Registration   Jefferson County, CO (jeffco.us)</a>	303-271-8111
<b>Hazardous Materials (including buried tanks)</b>	Colorado Dept. of Public Health & Environment	<a href="#">Environmental Records   Department of Public Health &amp; Environment (colorado.gov)</a>	
<b>Wheat Ridge Building &amp; Zoning prior to 1971</b>	Jefferson County Clerk and Recorder	<a href="#">Assessor Property Records Search (jeffco.us)</a>	303-271-8168
<b>Fire Inspections and Records*</b>	<b>West Metro Fire Protection District</b>	<a href="#">Contact Us   West Metro Fire Protection District, CO (civicplus.com)</a>	303-989-4307
	<b>Arvada Fire Protection District</b>	<a href="#">Arvada Fire Protection District Station 2 - Wheat Ridge, CO (Address and Phone) (countyoffice.org)</a>	303-424-3012
	<b>Fairmont Fire Protection District</b>	<a href="#">Information Requests - Fairmount Fire-Rescue</a>	303-279-2928

**\*West Metro serves all of Wheat Ridge south of Clear Creek.  
 Arvada Fire serves all locations north of Clear Creek and East of Youngfield St.  
 Fairmont serves the area north of Clear Creek and west of Youngfield St.  
 Click here for a map: [Fire-Districts \(wheatridge.co.us\)](#)**



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City of Wheat Ridge Municipal Building 7500 W. 29<sup>th</sup> Ave. Wheat Ridge, CO 80033-8001 P: 303.235.2823 F: 303.234.5924

## **Public Information Request Policy**

### **Purpose**

Transparency and full disclosure are important to the City of Wheat Ridge. The purpose of this policy is to define the City Clerk's 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 C.R.S. § 23-5-121(2) or political subdivision of the state, or that are described in C.R.S. § 29-1-902 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 and 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).1.

"Public Records" does not include criminal justice records and work product prepared for elected officials; an exhaustive list of what records are not a "public record" may be found at C.R.S. § 24-72-202(6)(b).

### **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." See C.R.S. § 24-72-204 for more information on exempt public records.

## **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 Wheat Ridge City Hall, 7500 W. 29th Avenue, Wheat Ridge, Colorado 80033, or other locations the custodian may designate. Copies of non-exempt public records maintained in electronic form shall be furnished, if available, according to the procedures described in this policy. Records requested shall be made available in the form in which they are maintained.

## **Removal**

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

## **On-Site Review**

If a request to review original records is made, the City Clerk's Office shall permit such a review provided the City Clerk or his/her designee is present at any time during which original records are reviewed. If at the time of the on-site review, the City Clerk's Office has the facilities necessary for making copies of the inspected records; the requestor is not permitted to personally copy or photograph any of the records during the review. C.R.S. § 24-72-205(2). Any attempt to alter, remove, or destroy any original records being reviewed will immediately terminate such person's review, and may subject that person to prosecution.

## **Records Requests**

Requests for review and/or duplication of public records are handled according to the State of Colorado Open Records Act (C.R.S. 24-72-201, et seq.). Requests for public information shall be delivered to the City Clerk's Office on the City of Wheat Ridge Public Information Request form. Per C.R.S. 24-72-203(3)(b), the requested records will be made available within three (3) working days. Only requests made on the most recent version of the City of Wheat Ridge Public Information Request form will be processed. C.R.S. § 24-72-203(1)(a). The City Clerk's Office will notify a requestor when an out of date form is used and request a submission on the most recent form.

In the case of voluminous requests or if extenuating circumstances exist, the City is permitted an extension of seven (7) working days to compile the requested information. C.R.S. 24-72-203(3)(b). If such extension is required, notification will be sent to the requestor within the initial three (3) working day time frame. C.R.S. § 24-72-203(3)(b)(III). This seven (7) working day extension period shall begin to run from the business day that the City Clerk's Office receives the required research and retrieval deposit (explained below).

The City is authorized by law to charge the requestor for the research, retrieval, and redaction costs actually incurred by the City in processing Public Information requests. The City Clerk's Office will not provide the requested public records, or process future public record requests, until all costs associated with providing the record are fully paid. C.R.S. § 24-72-205(1)(b). It is the City's policy, in the context

of requests for a large quantity of records, to require a deposit of 50% of the cost estimate as an affirmation of the party's willingness to proceed with the records request and pay the costs thereof. C.R.S. § 24-72-205(6)(a).

## **Fees**

Fees for copying, research, retrieval, and redaction involved in Public Information Requests are assessed per C.R.S. 24-72-203.

• Copies	\$.25 each after the first 10 copies
• Certified copies	\$2.00 each
• Research & Retrieval	\$33.00/hour after the first hour (15-minute increments)
• Information transfer to Computer Media	\$30.00 each
• Video DVD or Audio CD	\$30.00 each
• Postage & Packaging for Mailing	Actual Cost

Fees for other types of information requests will be assessed based on the City's cost to copy or reproduce the requested item.



STEVE KIRKPATRICK, CITY CLERK  
 CITY OF WHEAT RIDGE  
 OFFICE OF THE CITY CLERK  
 7500 W. 29th. Avenue  
 Wheat Ridge, CO 80033  
 (303) 235-2823 or (303) 235-2816

## Public Information Request

Please list specifically what documents you want reproduced. 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.

**PLEASE NOTE: For fire related items, you will need to contact the relevant fire protection district.**

<b>Requester Name:</b>		<b>Date:</b>
<b>Mailing Address:</b>		
<b>E-Mail Address:</b>		<b>Phone:</b>
<b>Detailed description of records requested:</b>		
<b>Fee Schedule:</b>		
Copies	First 10 pages free, then \$.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, \$33.00 per hour or portion thereof in 15-minute increments	
Information Transfer to Computer media	\$30.00 each	May also include Research & Retrieval fees
Council meeting video or other DVD	\$30.00 each	Videos are maintained only 6 months after the meeting minutes are approved
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
<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: \$ _____

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 City Clerk