CITY OF CHEYENNE
PUBLIC RECORDS REQUEST

TO: (CITY OFFICE) __________________________________________________________

I ________________________________________________________ request the following:
Print Name

________ Photocopies of the following specific public records (list documents by title):
________________________________________________________________
________________________________________________________________

________ Email of the following specific public records (list documents by title):
________________________________________________________________
________________________________________________________________

________ A researched list of documents pertaining to the following issue/project/topic:
________________________________________________________________
________________________________________________________________

________ Duplication of electronic recording(s) for the following meeting(s):
________________________________________________________________
________________________________________________________________

________ Research on public meetings in which the following topics were discussed:
________________________________________________________________
________________________________________________________________

________ Address of property inquiry___________________________________________

I agree to pay for the above requested services as listed on the reverse. I understand that I must
make payment prior to receipt of documents for review or photocopies. I further understand that
I will be notified when the material I have requested is ready, that I will have five (5) working days
to review or pick up the material, and that if I do not pick up the material it will be mailed to me
and I will be billed for the requested services plus postage and handling.

______________________    ____________________________________
Date       Signature

Email_______________________________  Phone #_____________________________
Associated Fees are in accordance with City Resolution #5936 as follows:

Black & white copies $1.00 1st page & $0.25 each additional page.

Color copies $1.00 per page or cost to contract out. Fax transmission $1.00 per page.

Police reports-per department policy.

The following fees are assessed by actual cost: Photographs, use of outside vendor for copying, special instances, i.e., film, electronic media-thumb drive etc., and postage/shipping.

Research or compilation services-actual staff time cost if above $150.00

(For Use by City Staff Only)

DISPOSITION OF REQUEST:

Granted ________ Partially Granted _________ Denied _________

If any part of this request is denied, explain: __________________________________________

______________________________________________________________________________

______________________________________________________________________________

Costs Assessed? Yes ______ No ____________

Photocopies: $_________ Electronic (CD/DVD) Duplication: $__________________

Staff time to research and handle if applicable: $__________

Postage: $___________ Other $___________

Total Payment Due: $________________

Date Provided: _____________________ or Date Mailed: __________________________

Date Paid: _________________________

Signature of Staff ____________________________________________________________

Effective July 1, 2019