

# CITY OF GLENWOOD SPRINGS

## PUBLIC RECORD REQUEST



Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

It is the policy of the City of Glenwood Springs to respond to requests for public records within a 72-hour period. The City requires requests for public information to be in writing.

### INSTRUCTIONS

**Please indicate the record you are requesting. Be as specific as possible. See the attached Fee Schedule for charges.**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

\_\_\_\_\_  
Signature

C.R.S. §24-72-201 provides that public records are open for inspection by any person at reasonable times unless otherwise provided by the act itself or other law. "Public records" include writings made, maintained, or kept by the City of Glenwood Springs. Certain records may not be released on grounds that they would be contrary to the public interest and include current investigations, intelligence information, personnel files, pending real estate transactions, and any medical, sociological or achievement data.

### STAFF USE ONLY

RECEIVED: Date \_\_\_\_\_ Time \_\_\_\_\_ By \_\_\_\_\_

COMPLETED: Date \_\_\_\_\_ Time \_\_\_\_\_ By \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

**FEE SCHEDULE**  
**Copying Charges and Miscellaneous Fees**  
 (§24-72-205 C.R.S.)

<b>Annual Budget</b>	<a href="http://www.cogs.us">www.cogs.us</a>	No cost
<b>Audited Financial Statements</b>	<a href="http://www.cogs.us">www.cogs.us</a>	No cost
<b>CD/Tape Duplication</b>	Per CD/cassette (provided by City)	\$25.00
<b>Electronic Records</b>	Records that are transmitted via electronic devices	No cost for record but charges for staff time to gather the record may be charged.
<b>Municipal Code</b>	<a href="http://www.cogs.us">www.cogs.us</a>	No cost
<b>Certification of Document</b>	Each copy This applies to requests from:  • Citizens/agencies for certified true copies of City documents	\$5.00
<b>Copies of Documents</b>	Letter, 11x8½ Legal, 11x17 18x24 24x36 Documents requiring outside printing will be assessed the City's actual cost	\$.25/page \$1.25/page \$3.25/page \$5.50/page
<b>Liquor Code Book</b>	<a href="http://www.colorado.gov/pacific/enforcement/liquor-enforcement-laws-rules-regulations">www.colorado.gov/pacific/enforcement/liquor-enforcement-laws-rules-regulations</a>	No cost
<b>Model Traffic Code</b>	<a href="http://www.dot.state.co.us">http://www.dot.state.co.us</a>	No cost
<b>Notarization of Signature</b>		No cost
<b>Other Requests and Documents</b>		Actual cost to obtain or reproduce
<b>Staff Time</b>	When information gathering, printing or document retrieval requires staff research, labor or travel time, the hourly charge will be assessed and pro-rated in quarter hour increments after the first hour which is free	\$33.58/hr
<b>Uniform Fire, Plumbing, Building Codes, etc.</b>	<a href="http://www.constructionbook.com">www.constructionbook.com</a>	No cost