

# 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.

**Please Note:** The "Submit Form" button will generate an automatic email with this document attached if Adobe is open. If Adobe is not being used, the "Submit Form" button will not work. In that case, please manually attach this document to your submission email.

### STAFF USE ONLY

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

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

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

\_\_\_\_\_

**From:** [Ryan M. Muse](#)  
**To:** [Anthony Hershey](#)  
**Cc:** [Ryan M. Muse](#); [Steve Boyd](#)  
**Subject:** CORA Responses  
**Date:** Wednesday, August 16, 2023 11:13:49 AM  
**Attachments:** [CORA Request Form - city mgr #3.pdf](#)  
[CORA Request Form - city mgr #2.pdf](#)  
[CORA Request Form - city mgr.pdf](#)  
[Glenwood Springs City Manager on administrative leave - NEWS RELEASE.msg](#)  
[image001.png](#)

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Good morning, Tony,

Attached is the only responsive, non-privileged email after a search of your CORA requests 1 & 2 and a review from the City Attorney.

There were no text messages from CORA request 3.

Thank you Tony!

**Ryan Muse**

City Clerk

City of Glenwood Springs

970-384-6406

[www.cogs.us](http://www.cogs.us)

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