

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.

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

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.)

Annual Budget	www.cogs.us	No cost
Audited Financial Statements	www.cogs.us	No cost
CD/Tape Duplication	Per CD/cassette (provided by City)	\$25.00
Electronic Records	Records that are transmitted via electronic devices	No cost for record but charges for staff time to gather the record may be charged.
Municipal Code	www.cogs.us	No cost
Certification of Document	Each copy This applies to requests from: • Citizens/agencies for certified true copies of City documents	\$5.00
Copies of Documents	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
Liquor Code Book	www.colorado.gov/pacific/enforcement/liquor-enforcement-laws-rules-regulations	No cost
Model Traffic Code	http://www.dot.state.co.us	No cost
Notarization of Signature		No cost
Other Requests and Documents		Actual cost to obtain or reproduce
Staff Time	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
Uniform Fire, Plumbing, Building Codes, etc.	www.constructionbook.com	No cost