



City Clerk's Office
 11701 Community Center Drive
 Northglenn, CO 80233
 Ph: 303-450-8756
 northglenn.org

OPEN RECORDS REQUEST

Name:	
Street Address:	
City/State/Zip Code:	
Phone:	Email:

Please indicate the information you desire, and/or list each public record requested. Be as specific as possible and attach any additional documentation needed.

C.R.S. § 24-72-203(3)(b) Please allow a minimum of three business days to process requests. In extenuating circumstances, an additional seven days may be needed to produce the records requested.

<p>The following fees apply to open record requests:</p> <p>Photocopies:</p> <p>_____ @ \$0.25 per page \$ _____</p> <p>_____ @ \$5.00 per page (18x24 & larger) \$ _____</p> <p>Research Fee: _____ hrs @ \$20.00 per hr \$ _____ <small>(Effective July 1, 2005; first two hours at no charge.)</small></p> <p>Other charges: _____ \$ _____</p> <p>Total amount due: (pre-payment may be required) \$ _____</p> <p>Payment collected by: _____</p>	<p>Date Stamp:</p> <p>Time: _____ a.m. / p.m.</p> <p>By: _____</p>
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CORA Request #	_____
Request Completed:	_____ by _____ date _____ time _____
Request Denied:	_____ by _____ date _____ time _____
Reason for denial:	_____
Requestor notified by:	_____ by _____ date _____ time _____