

**CITY OF GOLDEN
OFFICE OF THE CITY CLERK
911 Tenth Street
Golden, CO 80401**

**Telephone: 303-384-8014
Email: City Clerk Monica Mendoza / clerks@cityofgolden.net**

**PUBLIC RECORDS REQUEST
Colorado Open Records Act
(C.R.S. Section 24-72-203)**

NAME _____

ADDRESS _____

PHONE _____

E-MAIL _____

Description of Records Requested:

[If necessary attach additional sheets to the request.]

Please make your request as specific as possible because broadly stated requests that encompass “any and all” of a large category of documents, or which are without significant specificity, may create extenuating circumstances and require additional time and cost.

Select the method you desire for inspection of documents:

_____ Inspection at City Hall. This requires an appointment scheduled by staff who shall supervise the inspection.

_____ By USPS mail or electronic transmission. Requester shall be responsible for actual mailing costs, but no fee shall be imposed for the transmission of electronic records.

All records requests are subject to the City’s research and retrieval fee of \$30 per hour, which must be paid in full to the City Clerk prior to production of the documents. The fee takes effect after the first hour of time expended by the City in researching and retrieving the materials concerning the request. The fee includes the City’s cost to research and retrieve documents and, if necessary, to identify, segregate and/or categorize privileged material.

Copies are subject to a cost of .25 cents per standard page or, as applicable, the actual cost of providing copies of non-standard page documents such as DVDs, photographs or maps or the actual cost of manipulating or acquiring data to generate a record. All copying fees are due in full at the time of service.

Requester Signature: _____

Date _____

Staff Signature

Received by: _____

Date _____