



City of Greeley, Colorado
 1000 10th Street
 Greeley, Colorado, 80631

Request for Public Records

Our goal is to assure prompt and equitable service to customers requesting access to public records. It is our policy to make public records available for public inspection at reasonable times unless such records are protected from disclosure by law. There are fees associated with requests for copies or requests that require significant resources.

| | | | |
|---|--|--------------------------------------|----------|
| Requester Name: | | Date: | |
| Mailing Address: | | | |
| Signature: | | Phone: | |
| Detailed description of records requested: | | | |
| Fee Schedule: | | | |
| Black & white printed copy (per standard 8 1/2" x 11" page) | \$.10 each | | |
| Color copy (per standard 8 1/2" x 11" page) | \$.40 each | | |
| Black and white or color printed copy (per legal size 8 1/2" x 14" page) | \$.40 each | | |
| Black and white or color printed copy (per oversized page larger than 8 1/2" x 14", not including GIS products) | Actual City cost | | |
| On-site inspection requiring cumulative staff time less than 15 minutes | No charge | | |
| Cumulative staff time to search, retrieve, produce, reproduce and mail or e-mail records exceeding 15 minutes | After first cumulative 15 minutes, \$35.00 per hour or portion thereof in 15-minute increments | | |
| Research & Retrieval | After first 15 minutes, \$35.00 per hour or portion thereof in 15-minute increments | | |
| Information provided on electronic media (excluding GIS records) | Floppy Diskette - \$15.00 Audiotape, videotape or other magnetic tape - \$15.00 CD or DVD - \$20.00 Other Media - actual City cost | | |
| Budget book or other large publication | Actual City cost to produce the publication | | |
| Greeley Charter, Code of Ordinances and periodic supplementation | Available through publisher, Colorado Code Company, Inc. | | |
| Postage and packaging | Actual City cost | | |
| Standard GIS products | 11" x 17" or less - \$6.00 18" x 24" - \$12.00 24" x 36" - \$14.00 36" x 48" - \$16.00 36" x 60" - \$18.00 42" x 84" - \$18.00 Aerial Photos - \$20.00 | | |
| Non-standard or special GIS products | \$50.00 per hour for personnel (\$100 minimum) \$75.00 per hour for plotter | | |
| GIS databases | See GIS Product Price list | | |
| For Internal Office Use: | | | |
| Date request completed: | | Amount prepaid: | \$ _____ |
| Approved: _____ Denied: _____ | | Balance due before release: \$ _____ | |
| If denied, provide reason(s): | | Total Amount paid: | \$ _____ |