

# 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:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**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 standard legal size 11" x 17" page)	\$.40 each
Black and white or color printed copy (per oversized page larger than 11" x 17" not including GIS products)	Actual City cost
Cumulative staff time to search, retrieve, produce, reproduce and distribute records	First cumulative one hour: no charge After first cumulative one hour, \$30.00 per hour or portion thereof in 15-minute increments
Information provided on electronic media	CD, DVD, audiotape, videotape or other electronic media - actual City cost
Mailing	Actual City cost
E-mail transmission	No charge
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" - \$20.00

## For Internal Office Use:

Date request completed: \_\_\_\_\_ Amount prepaid: \$ \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Balance due before release: \$ \_\_\_\_\_

If denied, provide reason(s): \_\_\_\_\_ Total Amount paid: \$ \_\_\_\_\_