



1800 Harlan Street  
Edgewater, Colorado 80214  
www.edgewaterco.com

**Colorado Open Records Act**  
**Public Records Request Form**

Date of Request: \_\_\_\_\_ Time of Request: \_\_\_\_\_ AM  PM

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_  
Street Address City State Zip Code

Daytime Phone #: \_\_\_\_\_ Alt./Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Description of the document or information requested: \_\_\_\_\_

Purpose of the Request:

Court Case  Personal Information  Other Specify: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Service Description	Fee Amount
Audio Recordings (with own disc)	No Charge
Audio Recordings (without disc)	\$5.00
Certified Document	\$2.00
Photocopies – Per Page (Black and White)	\$0.25
Photocopies – Per Page (Color)	\$0.60
Telefaxed/Electronic Copies	No Charge
Research & Retrieval (Includes time spent inspecting & redacting exempt information. May include staff time spent on supervising the record inspection.)	Excess of 1 Hour - \$30.00/Hour

If the records are available pursuant to §24-72-201 *et seq.* C.R.S. as amended from time to time, the records shall be made available for viewing within three (3) business days. The date of receipt of the request is not included in calculating the response date. If extenuating circumstances exist so that the Custodian cannot reasonably gather the records within the three (3) day period, the Custodian may extend the response period by up to seven (7) business days. The requestor shall be notified of the extension within the three (3) day period. Public records shall be viewed at 1800 Harlan Street, Edgewater, Colorado, on regular business days at prearranged times.

For Internal Office Use:	
Notes:	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Method of Response:
Date Request Completed and Initials:	Amount Prepaid: \$
If denied, basis for denial:	Balance Due Before Release: \$
	Total Amount Paid: \$