



**Request for Records
Pursuant to the Colorado Open Records Act**

Date of Request: _____ Time: _____

Name: _____

Mailing address: _____

Telephone Number (daytime): _____

Specific description of the record desired:

(Signature)

Please note the City of Steamboat Springs has an Administrative Regulation relative to Open Record Requests (Resolutions 2007-39 & 2016-11). The first four standard sized pages are free, per requester, annually; additional pages are \$.25 each this includes 8 X 14 and 11 X 17 copies. FAX Copies \$.25 per page; Color copies \$.30 per page; Duplication of Audio Tapes/Mini Discs \$30.00 item. City Clerk's Office charges a research and retrieval fee of \$30 per hour (first hour is free). This rate is charged in addition to the usual copying/scanning fees.

****NON-REFUNDABLE DEPOSIT FOR ALL REQUESTS ESTIMATED TO BE \$50.00 OR MORE. PAYABLE IN ADVANCE \$25.00 PER \$50.00 REQUEST.****

(Do not write below this line - this section to be completed by the City Clerk)

Response Date: _____

Response Time: _____

Method of delivery: _____

Number of pages: _____

Amount Paid: _____

Request Filled By: _____

Denial of request and basis for denial:

Pursuant to the Colorado Open Records Act, the City (C.R.S. 24-72-203) of Steamboat Springs has 72 hours in which to respond to this request. If the request is large, an extension of seven (7) working days is permitted.