City of Northglenn
Office of the City Clerk
11701 COMMUNITY CENTER DRIVE, NORTHGLENN, COLORADO 80233-8061

OPEN RECORDS REQUEST

Name:	
Street Address:	
City/State/Zip Code:	
Phone:	Email:

Please indicate the information you desire, and/or list each public record requested. Please be as specific as possible. Please attach any additional documentation needed.

C.R.S. § 24-72-203(3)(b) Please allow a minimum of three business days to process requests. In extenuating circumstances, an additional seven days may be needed to produce the records requested.

The following fees apply to open record requests:

Photocopies:

_____ @ $0.25 per page $_____

_____ @ $5.00 per page (18x24 & larger) $_____

Research Fee: _____ hrs @ $20.00 per hr $_____
(*Effective July 1, 2005; first two hours at no charge.)*

Other charges: _____ $_____

Total amount due: (pre-payment may be required) $_____

Date Stamp:

Time: _____ a.m. / p.m.

By:_____

CORA Request # _____

Request Completed: _____
by date time

Request Denied: _____
by date time

Reason for denial: _____

Requestor notified by: _____
by date time