



TOWN OF GARDEN CITY
 621 27th Street Road
 Garden City, Colorado 80631

PUBLIC RECORDS REQUEST

There are fees associated for copies or requests that require significant resources. Pursuant to the Colorado Open Records Act, document requests are processed within three working days; unless the requests are voluminous, require clarification or require extensive time in locating and would thereby interfere with normal governmental duties. In such instances, the processing time may be extended up to seven (7) working days.

<u>Name:</u>	<u>Date:</u>
<u>Mail Address:</u>	<u>Email Address:</u>
Signature:	Phone:

Detailed Description of records requested: _____

FEE SCHEDULE – Approved by Resolution

Copies: (letter) (legal) (ledger) Quantity:	\$ 0.25 Each
Research and Retrieval after First Hour	\$30.00 per hour
CD	\$15.00
Reproduction of Published Materials	Actual Cost
Shipping	Actual Cost
Maps and Oversized Documents	Varied
Other	

FOR INTERNAL OFFICE USE

Town Clerk's Office Notes: _____ Date Requested: _____
 _____ Balance Due: _____

If denied, provide reason(s): _____

Completed By: _____ _____	Date: _____
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