



REQUEST FOR RECORDS

This form is to be utilized to request copies or review documents in the possession of the City of Manitou Springs, subject to the provisions and restrictions of the Open Records Act (C.R.S. Article 72).

Return completed forms to the City Clerk's office at: 606 Manitou Avenue, Manitou Springs, CO 80829, or fax to 719-685-2607, or via email to dkast@comsgov.com.

Requestor's Name _____ Date of Request _____

Address _____

City, State, Zip _____ Phone # _____

Email _____ Company (if applicable) _____

Document(s) Requested _____

Case # _____

Special Instructions _____

Response Time pursuant to the Colorado Open Records Law:

24-72-203 The date and hour set for the inspection of records not readily available at the time of the request shall be within a reasonable time after the request. As used in this subsection (3), a "reasonable time" shall be presumed to be three working days or less. Such period may be extended if extenuating circumstances exist.

Access to and Denial of Records pursuant to the Colorado Open Records Law:

24-72-305.5 Records of official actions and criminal justice records and the names, addresses, telephone numbers, and other information in such records shall not be used by any person for the purpose of soliciting business for pecuniary gain. The official custodian shall deny any person access to records of official actions and criminal justice records unless such person signs a statement which affirms that such records shall not be used for the direct solicitation of business for pecuniary gain.

By signing this form, I acknowledge that I have read and understand the above Colorado Revised State Statutes. I am not requesting official actions or criminal justice records for the purpose of solicitation of business or for pecuniary gain.

Requestor's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date received in City Clerk's Office: _____

Approved Denied If denied, reason _____

Processed by _____ Date _____

Estimate or Actual Costs

Copies: ___ standard page x 25¢ each	= \$ _____
Audio Recording _____ x \$17.00	= \$ _____
911 Recording _____ x \$83.00	= \$ _____
Miscellaneous charges	= \$ _____
Research Time: _____ hours x \$30.00	= \$ _____
(first hour free)	
Total \$	_____

Fees are per the City of Manitou Springs Public Records Policy as Adopted by Resolutions No. 2314.

Prepayment Required?: Y N Prepayment Received: Date: _____ Amount: _____