



CITY OF IDAHO SPRINGS
1711 Miner Street
P.O. Box 907
Idaho Springs, CO 80452-0907
Telephone (303) 567-4421
FAX (303) 567-4955

PUBLIC RECORDS REQUEST UNDER THE COLORADO OPEN RECORDS ACT

ALL PUBLIC RECORDS REQUESTS MUST BE SUBMITTED IN WRITING TO THE CITY CLERK'S OFFICE

PLEASE PRINT

Name: _____ Date of Request: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ (H) (C) Copies requested: Yes _____ No _____

INSTRUCTIONS:

Indicate the information you desire and/or list each requested document. Please be as specific as possible. Allow 3 working days for a search of the records.

CHARGES:

Copy of recording of a meeting \$5.00 / recording \$ _____

Copies: _____ copies @ .25/page = \$ _____ Research &: _____ # hours @ \$30/hr = _____

Retrieval Fees (first hour is at no charge)

Total due: \$ _____

Request completed by: _____ Date: _____

Request denied by: _____ Date: _____

Reason denied: _____

As citizens, it is your right to request and review public records of the City of Idaho Springs. It is important that this information be kept in order and on site for all to view. With this in mind the following rules will be agreed to prior to any request approval.

1. All requests must be made in advance and a review will be scheduled within a reasonable time as to allow for the compilation of the material and transportation to the viewing area.
2. No bag, briefcase, portfolio, etc will be allowed in the room. You will be allowed to supply a legal pad, note cards, etc and a pen/pencil to make notes. A City Staff member will be present in the review room at all times to assist in maintaining the organization of the material and make copies. This Staff member is not available for questions.
3. Each box is to be kept in order. If a document is requested for copy set it in a stack: staff will make all copies requested by box. Once the copies for that specific box are completed, the originals will be placed back in the corresponding box prior to moving to the next box and corresponding copy requests.
4. Copy cost per page is set annually; currently the cost is \$0.25 per page. A page is defined as one side of one piece of paper. Larger or color copies are \$1.00 per page.
5. As copies are made they will be placed in a folder and kept separate from any originals so as not to be confused with the originals.
6. Documents will be open for review between 9:00 am and 4:00 pm. The office will be closed for lunch for the hour 2:00pm-3:00pm at which time the record review will cease and the citizen(s) will leave the review area as directed by City Staff.
7. If a specific item is requested, please state in detail such item.
8. If a copy of a meeting recording is requested, we charge \$5.00 per recorded meeting or portion thereof. Please state in detail the copies requested.
9. The City of Idaho Springs does not transcribe tapes or meetings. In the event a transcription is requested, a recording will be copied.