



<u>City of Brighton</u> <u>Request for Public Records</u> All requests for public records, under normal circumstances, will be processed within 3 business days of the date requested in accordance with the Colorado Open Records Law.	Date Received Stamp
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Requested By: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____ Date Requested: _____

Address of Records Requested: _____

Specific Records Requested: _____

Request To: Inspect _____ Mail Copies _____ Email Copies _____

Means of Notification: Mail _____ Pick-Up _____ Email _____

Requestor's Signature: _____ Date: _____

Return this form to: cityclerk@brightonco.gov

~~~~ OFFICE USE ONLY ~~~~

Date Request Completed: \_\_\_\_\_ Completed By: \_\_\_\_\_

Denial of Request and Basis for Denial: \_\_\_\_\_

Distribute: Mail \_\_\_\_\_ Email \_\_\_\_\_ Date Sent \_\_\_\_\_ Initials \_\_\_\_\_

Pick-Up \_\_\_\_\_ Date Picked Up \_\_\_\_\_ Initials \_\_\_\_\_

Fee: No \_\_\_\_\_ Yes \_\_\_\_\_ Copies at \$ \_\_\_\_\_ per page: \_\_\_\_\_ Cost: \_\_\_\_\_

Charges for CD: \_\_\_\_\_ Copies at \$10.00 each Audio & Video: \_\_\_\_\_ Copies at \$15.00 each

Research: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Number of Hours Hourly Rate Total **TOTAL COST \$ \_\_\_\_\_**

Research and retrieval of records by the City's staff: \$20.00 per hour (no charge for the first hour of research and retrieval)  
City's Supervisory and Management staff: \$30.00 per hour