



City of Boulder Open Records Request Form

To be used for records requested in accordance with the City of Boulder's Access to Public Records policy (amended September 25, 2006) and the Colorado Open Records Act (CORA), C.R.S. 24-72-201, *et seq.*

I. Give Your Information

Name: _____

Company or Group: _____

Address: _____

Telephone: _____

Email: _____

II. Describe the Requested Record(s)

Please be as specific as possible in describing the requested record(s). Include a date or date range, the subject matter, and specific names of persons or documents.

Record(s) Requested: _____

III. Submit the Request to Central Records - CROpenRecordRequests@bouldercolorado.gov

Request for records in various departments may require additional time.

- The City Clerk is the official custodian of all records which are centrally maintained by the City
- Department heads are the official custodians of all records maintained within their departments
- IT is the official custodian of electronic email.

Additional charges may apply:

- The City's fee for research and retrieval is \$30 per hour after the first hour. Additional services, like manipulating data and necessary redaction cost \$35 per hour.
- There is a \$.25 per-page copying fee for paper copies.