



# REQUEST FOR INFORMATION

## Pursuant to the Colorado Open Records Act

Allow three (3) working days for search and completion of records.

Requests should be sent to Town Clerk at [pierce@norwoodtown.com](mailto:pierce@norwoodtown.com) or sent to the mailing address above.

Name of Requesting Party: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### COST/FEES

SERVICE	FEE
Gathering, reviewing, researching, and redacting documents up to 1 hour	Free
Gathering, reviewing, researching, and redacting documents per hour after 1 hour	\$41.37 per hour – 15-minute increments
Copies	\$0.25 per 8½ x 11 *documents/plans larger – actual cost
Emailed	Compilation time
USB Stick	\$5.00 plus compilation time
Postage	Actual cost

### INSTRUCTIONS

Please indicate the information you desire and list each requested document specifically. Please be as specific as possible. Allow three (3) working days for search and completion of records.

REQUESTED DOCUMENTS OR INFORMATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By signing you agree to the costs and fees that may be associated with this request.

Requesting Party Signature: \_\_\_\_\_

↓ STAFF FILL OUT INFORMATION BELOW ↓

DEPOSIT NEEDED:  NO  YES in the amount of: \$ \_\_\_\_\_ - Paid On: \_\_\_\_\_ with \_\_\_\_\_

Date Request Received: \_\_\_\_\_ By: \_\_\_\_\_

Payment Received On: \_\_\_\_\_ with \_\_\_\_\_

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