



## 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.*

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### ***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: \_\_\_\_\_

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### ***III. Submit the Request to the Official Custodian***

- 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

Additionally, each department having custody of requested records may charge for any copies, printouts, or photographs requested, as well as research, retrieval, and necessary redaction.