

**Brighton Urban Renewal Authority
Request for Public Records**

All requests for public records, under normal circumstances, will be processed within three business days of the date requested in accordance with the Colorado Open Records Law.

Date Received Stamp

Requested By _____

Mailing Address _____

E-Mail _____

Phone Number _____

Date Requested _____

Specific Records Requested _____

Request To: Inspect _____ Mail Copies _____ E-Mail Copies _____

Means of Notification: Mail _____ Pick-up _____ E-Mail _____

Requestor's Signature: _____ Date: _____

Return this form to: lgonzales@brightonco.gov

Office Use Only

Fee: No _____ Yes _____ # Of Pages _____ at \$0.25 per page Other Costs \$ _____ **Total Cost \$ _____**

Date Request Completed _____ Completed By _____

Denial of Request and Basis for Denial _____

Distribute: Mail _____ E-Mail _____ Date Sent _____ Initials _____

 Pick-up _____ Date Picked Up _____ Initials _____

Charges: _____ Copies at \$ _____ per page: _____

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

Research: _____ x _____ = _____
 Number of hours hourly rate Total

Research and retrieval of records by the staff: \$20.00 per hour. (No charge for the first hour of research and retrieval)
Supervisory and Management staff: \$30.00 per hour.