



City of Greeley, Colorado  
 1000 10<sup>th</sup> Street  
 Greeley, Colorado, 80631

## Request for Public Records

*Our goal is to assure prompt and equitable service to customers requesting access to public records. It is our policy to make public records available for public inspection at reasonable times unless such records are protected from disclosure by law. There are fees associated with requests for copies or requests that require significant resources.*

<b>Requester Name:</b>		<b>Date:</b>	
<b>Mailing Address:</b>			
<b>Signature:</b>		<b>Phone:</b>	
<b>Detailed description of records requested:</b>			
<b>Fee Schedule:</b>			
Black & white printed copy (per standard 8 1/2" x 11" page)	\$.10 each		
Color copy (per standard 8 1/2" x 11" page)	\$.40 each		
Black and white or color printed copy (per legal size 8 1/2" x 14" page)	\$.40 each		
Black and white or color printed copy (per oversized page larger than 8 1/2" x 14", not including GIS products)	Actual City cost		
On-site inspection requiring cumulative staff time less than 15 minutes	No charge		
Cumulative staff time to search, retrieve, produce, reproduce and mail or e-mail records exceeding 15 minutes	After first cumulative 15 minutes, \$35.00 per hour or portion thereof in 15-minute increments		
Research & Retrieval	After first 15 minutes, \$35.00 per hour or portion thereof in 15-minute increments		
Information provided on electronic media (excluding GIS records)	Floppy Diskette - \$15.00 Audiotape, videotape or other magnetic tape - \$15.00 CD or DVD - \$20.00 Other Media - actual City cost		
Budget book or other large publication	Actual City cost to produce the publication		
Greeley Charter, Code of Ordinances and periodic supplementation	Available through publisher, Colorado Code Company, Inc.		
Postage and packaging	Actual City cost		
Standard GIS products	11" x 17" or less - \$6.00      18" x 24" - \$12.00 24" x 36" - \$14.00      36" x 48" - \$16.00 36" x 60" - \$18.00      42" x 84" - \$18.00 Aerial Photos - \$20.00		
Non-standard or special GIS products	\$50.00 per hour for personnel (\$100 minimum) \$75.00 per hour for plotter		
GIS databases	See GIS Product Price list		
<b>For Internal Office Use:</b>			
Date request completed:		Amount prepaid:	\$ _____
Approved: _____ Denied: _____		Balance due before release: \$ _____	
If denied, provide reason(s):		Total Amount paid:	\$ _____