



CITY OF STERLING REQUEST FOR PUBLIC RECORDS

****THIS FORM CANNOT BE USED TO REQUEST CRIMINAL JUSTICE RECORDS****

Requested By: _____

Company Name: _____

Mailing Address: _____

Phone Number: _____

Detailed description of Records Requested: _____

Request to: Inspect _____ Make Copies _____

Means of Notification: Mail _____ Pick Up _____

Date _____

Signature

All requests for public records will, under normal circumstances, be processed within 3 business days of the date requested in accordance with the Colorado Open Records Law. Copies shall be provided for a fee of \$.25 per page, unless the actual costs exceed that amount.

CITY ATTORNEY APPROVAL/DENIAL:

APPROVED APPROVED WITH CONDITIONS DENIED

Comments:

Signature

| |
|---|
| Number of Pages Provided: _____ |
| Total Cost: \$ _____ |
| Request Filled By: _____ Date Filled: _____ |
| Distribute: Mailed _____ Date: _____ |
| Picked Up _____ Date: _____ |