



# CITY OF LA JUNTA REQUEST FOR PUBLIC RECORDS

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

Requested by: \_\_\_\_\_

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

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

Date Requested: \_\_\_\_\_

Specific Records Requested: \_\_\_\_\_

\_\_\_\_\_

Request to inspect records

Request for copies of records

Please mail documents to address above.

I will pick up the requested documents.

Requestor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**For office use only**

City Clerk research fee \_\_\_\_\_

Fee: \_\_\_\_\_ Copies \_\_\_\_\_ per page \_\_\_\_\_

City Attorney research fee \_\_\_\_\_

Audio cassette tape or CD \_\_\_\_\_

TOTAL \_\_\_\_\_

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If request was denied, state reason: \_\_\_\_\_

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Request completed by: \_\_\_\_\_