



COLORADO • SINCE 1878

PUBLIC RECORDS REQUEST FORM

Allow three (3) working days (not including the day of submittal) for a records search. In extenuating circumstances, an additional seven (7) working days may be necessary to respond to the request.

Fees May Apply – Please see fee schedule on the back for a summary of charges.

Please submit completed form to the City Clerk's Office (749 Main Street) or by email to ClerksOffice@LouisvilleCO.gov

Name: _____

Address: _____

City / State / Zip Code: _____

Phone Number: _____ Email Address: _____

Information / Record(s) Requested – please be as specific as possible:

Method of Delivery:

- Review of Documents at City Hall
- Email Delivery
- Mail (postage / shipping rates apply)

I understand that I may be charged for any research time over 2 hours at a rate of \$41.00 / hour and that a deposit may be required prior to research being conducted. Full payment of any and all charges is due prior to the release of records.

Signature: _____

Date: _____