

Greeley-Weld County Airport Authority (GWCAA) Records Request Form

Instructions: Please fill out this form completely to request records under the Colorado Open Records Act (CORA). Submit the completed form either online or in person at the GWCAA office located at 600 Airport Rd Unit A, Greeley, CO 80631, during normal business hours (7am-4pm). Incomplete forms will not be accepted.

1. Requestor Information

Name: _____
Organization (if applicable): _____
Address: _____
City, State, ZIP: _____
Phone Number: _____
Email Address: _____

2. Record Request Details

Please provide a clear and detailed description of the records you are requesting. Include as much specific information as possible, such as names, dates, or subject matter, to help us locate the records.

Description of Records Requested:

(Attach additional pages if necessary)

Requested Delivery Method (Select one; fees may apply):

- Paper Copies
- Electronic Copies
- On-Site Inspection (by appointment only)
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3. Fee Acknowledgment

I understand that fees may apply for the provision of records, including copying fees of \$0.25 per page, fees of \$41.37 per hour for requests requiring more than one hour of staff time, and the actual costs of manipulation of data so as to generate a record in a form not used by GWCAA. I agree to pay any applicable fees prior to receiving the requested records.

I agree to the fee terms.

4. Submission

- Online Submission: Visit the GWCAA website and submit this form via the Records Request portal.
 - In-Person Submission: Submit a printed version of this form to the GWCAA office at 600 Airport Rd Unit A, Greeley, CO 80631, during business hours (7am-4pm).
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5. Signature

By signing below, I certify that the information provided is true and accurate to the best of my knowledge.

Signature: _____

Date: _____

For GWCAA Use Only

Date Received: _____

Received By: _____

Records Custodian: _____

Estimated Fees: _____

Date Completed: _____

Notes: _____
