



Northern Water
 220 Water Avenue
 Berthoud, CO 80513

800-369-7246

Request for Public Records

Our goal is to assure prompt access to public records in accordance with applicable law.

Please note this request for public records also becomes a public record once submitted.

(E-mail to: recordsrequest@northernwater.org)

Requester Name:	Date:
Company or Agency (if applicable):	
Mailing Address:	Email Address:
Signature: (Omit for on-line submission)	Phone:
Detailed description of records requested: (Please be as specific as possible in describing the requested record(s). Include a date or date range, the subject matter, and/or specific names of persons or documents.)	

Fee Schedule:

Standard (Black & white, single-sided copy, on white, 8½" x 11" or 8½" x 14" paper)	.25 cents per page; first five pages are free
Other (various sizes, including photographs, blueprints, and other media)	Actual or reasonable estimated District cost of production
Research, Retrieval and Compilation requiring less than one hour of cumulative staff time	No charge
Research, Retrieval and Compilation exceeding one hour of cumulative staff time	\$33.00 per hour (plus document fees)
Manipulation of Data	Actual District cost
Information stored or provided electronically	Actual District cost

For Internal Office Use:

Date received:	Estimated Cost:	\$ _____
Completed by:	Amount prepaid:	\$ _____
	Actual Cost:	\$ _____
	Balance due before release:	\$ _____
	Total Amount paid:	\$ _____