



**DENVER CIVIL SERVICE COMMISSION
OPEN RECORDS REQUEST FOR INFORMATION OR RECORDS**

Phone: (720) 913-3370

Fax: (720) 913-3373

Requestor's Name: _____

Agency/Company _____

Street Address: _____

City/State/Zip: _____

Primary Phone#: _____

Email: _____

Request for Disciplinary Appeal Information

Employee Last Name: _____ First: _____ M.I. _____

Department: Denver Police Denver Fire Civil Service Commission

I am requesting the following information:

- Appeal Case Number Copy of Hearing Officers Decisions
 Case Status/Disposition Copy of Commissioners Decisions

Request for Documents or Document Review

Copy of content allowable under Colorado Open Records Statute
(*Advance payment of 25 cent per page for photocopy or \$2.50 per PDF document*)

Review of content allowable under Colorado Open Records Statute

- 1) I understand that I **may not remove any documents or materials from the file(s)** which are being reviewed by me.
- 2) I understand that I **must maintain all documents and materials** in the file(s) **in the same order** as they are presented to me.
- 3) I understand that I **may not make any marks or entries** on any of the documents or materials contained within the file(s).
- 4) I may request photocopies of any of the requested documents or materials. I understand that there will be a charge of \$0.25 per page for all copies requested. Pages for which copies are requested are to be marked with a paper clip.
- 5) I may request an electronic copy of any requested documents to be delivered via email. I understand that there will be a charge of \$2.50 per document.

I affirm that I have read the above requirements and procedures and agree to abide by them in my review of the noted file, documents and/or records.

Signature of Requestor

Date