



PUBLIC RECORDS REQUEST RECOMMENDATIONS

The following recommendations are designed to assist you with your request to review public records:

1. Be specific about which records you wish to review
2. Contact the department directly to see if they have the records already available
3. Provide a date range for your request
4. If filling out a paper form, print legibly in blue or black ink
5. Talk to staff prior to filling out a request, so staff can help you draft the appropriate request language
6. Search our website for information already available
7. Search the online municipal code for specific legal provisions you may be seeking
8. Feel free to follow-up with the Clerk's Office or a specific department about the status of your request
9. If you don't receive a response to a request you've submitted by email within three business days, please call the Clerk's Office to verify your request did not get caught in the City's Spam filters.
10. If requesting paper copies of records, you are welcome to review the response and only purchase those pages you wish to take

Should you have any additional questions or concerns, please contact the Office of the City Clerk at (303) 739-7094 or by email at cityclerk@auroragov.org.