

**CITY OF PUEBLO
OPEN RECORDS REQUEST
FOR INSPECTION/COPYING OF RECORD**

To Record Custodian

I, _____ Request the documents listed below:
(Please Print Name)

DETAILED DESCRIPTION OF DOCUMENTS BEING REQUESTED

REQUESTOR INFORMATION

COMPANY NAME: (if applicable) _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____ EMAIL: _____

DATE REQUESTED: _____

PURPOSE OF REQUEST: Court Case Personal Other, please specify

DOCUMENTS NEED TO BE CERTIFIED? YES NO

SIGNATURE: Ray For e _____

FOR DEPARTMENT USE ONLY

Responsible Department: _____ By: (Initials) _____

REQUESTED BY In Person Phone Fax Mail Email

AVAILABILITY Paper Copy Electronic Format

LOCATION On Site Available Off Site In Storage

FEES

TOTAL HOURS RESEARCH/STAFF TIME

1 st Hour	No Charge	=	\$ -0-
Staff Copy Time _____ hours	@ hourly rate of \$33.50/hour	=	\$ _____
Copying Fee: _____ pages	@ cost per page of \$.25/page	=	\$ _____
Certification Fee: _____ pages	@ cost per page of \$ 5.00/Cert.	=	\$ _____
Other Fee: _____ items	@ cost per item of \$ _____	=	\$ _____

TOTAL FEE DUE \$ _____

Your signature below affirms that you will pay all fees associated with this request and that, per Colorado State Statute 24-72-305.5, you will not use the records released to you for the direct solicitation of business for pecuniary gain. If the requested record is a booking photo, your signature additionally affirms that you will not put the photo on a website or in any other publication and then require the subject of the photo to pay a fee or other exchange for pecuniary gain to have the photo removed.

Having received the foregoing cost estimate I choose to confirm my request for the records described and agree to pay the charges at the time the records are made available.

Yes No - Cancel request

Signature

Date

To Whom It May Concern:

Pursuant to the Colorado Open Records Act, I hereby request the following records:

Metadata for email communications sent or received, including being CCed or BBCed, between the dates of 1/1/2022 and 9/6/2023 which include Police Chief Chris Noeller and at least one of the following keywords: "ShotSpotter", "Shot Spotter", "SoundThinking", "RTCC", "Real Time Crime Center" and/or "SST."

The specific metadata data points I'm interested in are: to address(es), from address, cc address(es), bcc address(es), sent date/time, received date/time, subject line, and if the email has an attachment. This request does not seek the contents of the emails themselves, and only the specified email metadata. Please provide me the records in an Excel format.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 3 business days, as the statute requires.

Sincerely,

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