



OPEN RECORDS REQUEST

Most of the records kept by the Town are available to the public. Those not located online are made available by request and require the person requesting the documents to fill out an Open Records Request through the Town Clerk's Office.

BEFORE WE BEGIN – Create an Account: If this is your first time using eTRAKiT, you will first need to setup an account. Click the “Setup an Account” link to get started.

Click here to setup an account.

The screenshot shows the eTRAKiT web application interface. At the top, there is a navigation bar with the following elements: Home, Setup an Account, Login, Public (dropdown), Username, Password, LOGIN, REMEMBER ME, and Forgot Password/Username. Below the navigation bar is a banner image of a street scene in Parker, Colorado. The main content area is a grid of service tiles:

- Permits:** Apply, Pay Fees, Search, View on Map
- Projects:** Apply, Pay Fees, Search, View on Map
- Contractor:** Search Contractors
- Properties:** Search, View on Map
- Inspections:** Schedule, Cancel, View on Map, Scheduled
- Licenses:** Apply for New Licenses, Pay Fees, Search
- Violations:** Search, View on Map
- Report an Issue:** Report Issue, Search Issues, View on Map
- View Map:** Locate My Address, Agency Map

Please fill out all of the fields on this page that are accompanied by an asterisk (*) to create an eTRAKiT account. When finished, click the “Create Account” button.

Create New Public User Account

** Required fields*

Profile

Company Name:

* First Name:

* Last Name:

* Address:

* City:

* State:

* Zip: -

* Email:

* Phone: () - -

Ext

Username and Password

* Log-In Name:
(letters/numbers only)

* Password:
(6 to 15 letters/numbers only)

* Confirm Password:

CREATE ACCOUNT

Now that you have created an account, you are ready to make your Open Records Request application. Click the “Apply” link under the “Projects” heading to begin.

Click here to begin your Open Records Request application.



STEP 1 – Enter Request Information: On this page, you will select “Open Records Request” from the first drop-down menu. Then provide both a short description for reference, in addition to the full description of your request under the “Additional Information” heading. Also include the time of day that you are making the request.

The screenshot shows a web form with a progress bar at the top containing four steps: STEP 1 ENTER PROJECT INFORMATION, STEP 2, STEP 3, and STEP 4. STEP 1 is highlighted in a dark brown arrow shape. Below the progress bar is the section header "Project Type Information".

Text in the "Project Type Information" section: "Please note that additional information/documentation is required to be submitted in conjunction with this application. Development Assistance Packets are available [here](#) to facilitate land use applicants in the review procedures, submittal requirements and overall process for evaluation of land use applications in the Town of Parker, Colorado." and "Applicants should be advised that although these Assistance Packets contain information regarding the land use review process, it is not a complete summary of the Town's Municipal Code, nor is it intended to be. Applicants for land use are encouraged to familiarize themselves with the requirements of the Town's Public Works Standards and Technical Criteria Manual."

Form fields and callouts:

- PROJECT Type:** A dropdown menu with "OPEN RECORDS REQUEST" selected. A callout box says: "Select the appropriate issue from the drop down menu listed."
- *Short Description:** A text input field. A callout box says: "Include a short description of the records that you wish to request."
- Additional Information:** A section with two fields:
 - DETAIL DESIRED INFO:** A large text area. A yellow callout box says: "Use this space to provide a full description of the records that you wish to request."
 - SUBMITTED TIME OF DAY:** A text input field. A callout box says: "Provide the time of day that you are requesting this information."

After entering the time of day of your request, please leave the remaining fields on this page blank (Location Search, Property Owner Check Box, Attachments Upload and Description). These are related to other project requests and are not needed for an Open Records Request. Click the “Next Step” button to continue.

The image shows a web form with a light green background. It is divided into three main sections: **Location**, **Your Relation to this Project**, and **Attachments**. At the bottom, there are **CANCEL** and **NEXT STEP** buttons. A callout box on the right contains the text: "These fields are not applicable and should be left blank." Four red arrows point from this box to the following fields: the address search input, the "SEARCH" button, the "Property Owner" checkbox, and the "Description" input field.

Location

Enter all or part of the address and press search

SEARCH

Your Relation to this Project

Property Owner
Check this box if you are the Property Owner

Attachments

Filename **Select**

Description

UPLOAD

CANCEL **NEXT STEP**

These fields are not applicable and should be left blank.

STEP 2 – Enter Contact Information: Since you earlier created an account, your contact information should be prefilled in the “Applicant Information” section. You will also need to fill out the fields under the “Owner Information” heading to proceed. When finished entering all fields, click “Next Step.”

STEP 1 **STEP 2 ENTER CONTACT INFORMATION** **STEP 3** **STEP 4**

Application for a OPEN RECORDS REQUEST Project

Applicant Information

*Name	<input type="text"/>	*Phone	<input type="text" value="() _ - _"/>
*Address	<input type="text"/>	*Email Address	<input type="text"/>
*City	<input type="text"/>		
*State	<input type="text"/>	*Zip	<input type="text"/> - <input type="text"/>

Owner Information

*Name	<input type="text"/>	*Phone	<input type="text" value="() _ - _"/>
*Address	<input type="text"/>	*Email Address	<input type="text"/>
*City	<input type="text"/>		
*State	<input type="text"/>	*Zip	<input type="text"/> - <input type="text"/>

CANCEL **PREVIOUS STEP** **NEXT STEP**

STEP 3 – Review and Submit: Review the information on this page for any inaccuracies. If you need to change any information, click the “Previous Step” button to go back. When all information has been reviewed and is correct, click “Next Step.”

STEP 1 STEP 2 **STEP 3 REVIEW AND SUBMIT** STEP 4

Application for a OPEN RECORDS REQUEST Project

Review the information below prior to submitting the application

<p><i>Project Information</i> EDIT</p> <table border="1" style="width: 100%;"><tr><td style="width: 15%;">Type</td><td>OPEN RECORDS REQUEST</td></tr><tr><td>Subtype</td><td></td></tr><tr><td>Description</td><td></td></tr></table>	Type	OPEN RECORDS REQUEST	Subtype		Description		<p><i>Location</i> EDIT</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>
Type	OPEN RECORDS REQUEST						
Subtype							
Description							

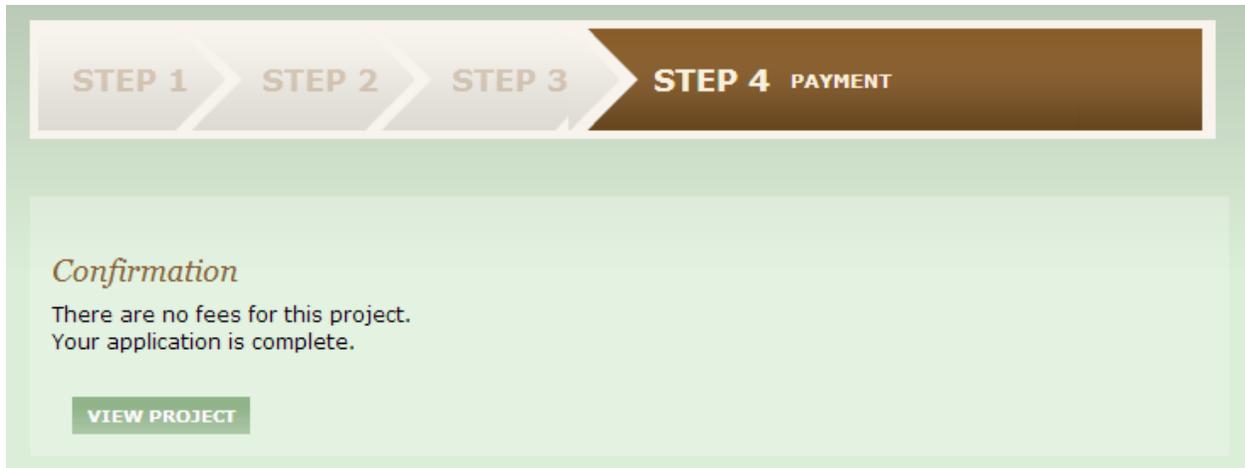
<p><i>Contacts</i> EDIT</p> <div style="border: 1px solid #ccc; padding: 5px;"><p>Applicant Information</p> <p>Owner Information</p></div>	<p><i>Fee Information</i></p> <hr/> <table border="0" style="width: 100%;"><tr><td style="width: 70%;">Total Fees</td><td style="text-align: right;">\$0.00</td></tr></table>	Total Fees	\$0.00
Total Fees	\$0.00		

Attachments

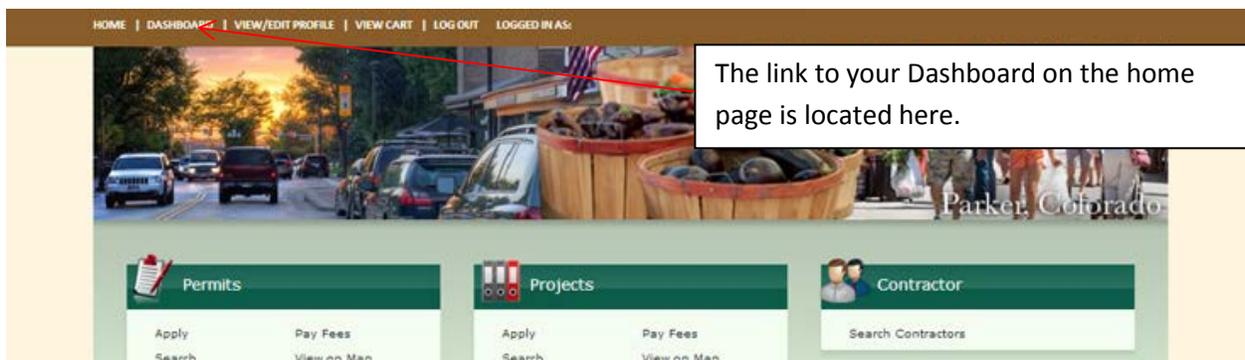
To upload additional attachments click [Here](#)

CANCEL **PREVIOUS STEP** **NEXT STEP**

STEP 4 – Confirmation: Congratulations! You have successfully submitted an Open Records Request. No fees are due at the time the request is submitted. The Town Clerk Department will contact you if any additional information is required, and, if applicable, the amount due for research, retrieval and copies. If you would like to review your submission, click “View Project.”



DASHBOARD – Returning and Checking Status: You can always return to eTRAKiT whenever you want to check on the status of your request. After logging in, you will be automatically directed to the Dashboard, where you will find a list of your active requests. If you are still logged on when you visit eTRAKiT, click the “Dashboard” link on the main page.



After logging on or clicking the “Dashboard” link, this is where you will be directed to review your requests.

