



## **City CORA Requests Now Managed Through NextRequest** *Software Coordinates, Tracks & Fulfills Records Request with Click of Button*

**STEAMBOAT SPRINGS, COLORADO-June 23, 2022**-Starting Monday, June 27, the City of Steamboat Springs will launch a new CORA records request software, NextRequest, an all-in-one open records request platform.

The new online system assists in managing, coordinating, and fulfilling records requests and helps transform and enhance how the city manages records request. All information requests will now be submitted to the City Clerks' office via the website portal, which will automatically notify staff when assigned to a request. A reminder email will be sent as the request due date approaches.

Once all the documents are uploaded into CityView, the City Clerk can get the documents to the requester in a timely manner and streamlined process. Individuals can track the status of their request through the online portal.

In addition, the new system allows individuals to review previous published requests and documents, which may result in finding the requested information without submitting a new request.

This new software covers all city records request except criminal justice records. Criminal justice agencies are independently responsible for maintaining all criminal justice records. Police records will not be used with this platform. Contact the applicable Criminal Justice Agency regarding their records policy.

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