



## Public Information Request

Please list specifically what documents you want reproduced and in what form. Allow three (3) working days for a search of the records. Per the State of Colorado Open Records Act (C.R.S. 24-72-203), if the request is substantially large, an extension of seven (7) working days is permitted. You will be notified prior to the three (3) days of any extension and all estimated costs.

<b>Requester Name:</b>		<b>Date:</b>
<b>Mailing Address:</b>		
<b>E-Mail Address:</b>		<b>Phone:</b>
<b>Detailed description of records requested:</b>		
<b>Fee Schedule:</b>		
Copies	First 10 pages free, then \$.25 each	A page is defined as one side of one page up to a paper size of 8.5" X 14"
Certified Copies	\$2.00 each	
Research & Retrieval	After first hour, \$30.00 per hour or portion thereof in 15-minute increments	
Information Transfer to Computer media	\$30.00 each	May also include Research & Retrieval fees
Postage & Packaging for mailing	Varies	Charge is based on City's cost to produce the publication
Manual or other large publication	Varies	Actual cost will be assessed
<b>For Internal Office Use:</b>		
Date request completed: _____		Amount prepaid: \$ _____
Approved: _____	Denied: _____	Balance due before release: \$ _____
If denied, provide reason(s): _____		Total Amount paid: \$ _____

\_\_\_\_\_  
Requester Signature

\_\_\_\_\_  
Town Clerk