



Colorado Open Records Act Request Form

The following request is made under the Colorado Public Records law, C.R.S. 24-72-201 et seq.

Requester's Name: _____

Email address: _____

Phone Number:

Facsimile Number: _____

Mailing Address with City, County and Zip Code:

List information requested.

Some records requests may be denied if disclosure of the record would be contrary to public interest as defined by statute. Also, the Open Records Act only makes available public documents that already exist. An agency is not required to create or manipulate a record to be responsive to a request.

Information Requested: (Attach a separate sheet of paper if needed)

FEES:

Copy costs: The fee shall be \$0.15 per page for letter-size reproduction, print-out or scan. If copying facilities outside the Library are required, the actual cost for those reproduction services shall be charged.

Actual costs: Any other actual cost or expense(s) associated with the production of the request shall be charged to the requester. These costs may include, but are not limited to, engineering copies, certified copies or other reproduction, color photographs, cd's, postage and handling, etc.

Staff time costs: Staff time to research, redact information pursuant to statute, retrieve and distribute public records shall be charged at \$30 per hour, with no charge for the first one hour.

The Library will provide the requester an estimate of the charges before the work is undertaken and with an invoice for the charges when the records have been located and assembled for inspection or copying. The requester must approve the estimate before work commences. The requester shall pay the invoice before the Library will provide inspection or copies of the records. These charges are in addition to the charges for copies as set out above.

Records may be delivered in person upon inspection, electronically by email (subject to email size limitations), by facsimile or by US Mail. All payments for public records must be received in advance of releasing the requested records.

Method of Report Delivery:

Printed copy to be picked up Mail to requester Emailed to requester Facsimile