



REQUEST FOR RECORDS

This form is to be utilized to request copies or review documents in the possession of The City of Fountain, subject to the provisions and restrictions of the Open Record Act (C.R.S. Article 72). Copies are subject to applicable charges. Total charges may vary for records that require extensive preparation, retrieval or research efforts involving staff time of 30 minutes or more. Where total charges are in excess of \$10, prepayment is required. Cost estimates shall be provided to the customer prior to providing the services requested and payment shall be rendered prior to the commencement of work.

Requestor Information:

Name: _____ Date of Request: _____

Company (if applicable): _____

Address: _____ E-Mail (optional): _____

Telephone #: _____ Fax #: _____

____ Licensed Business ____ Personnel Records ____ Planning/Zoning Info

____ Minutes: Council; Planning Commission; Park Board; Board of Adjustment; EDC

____ Other

Specific Information Requested:

Reason for Requesting Information: _____

Requestor's Signature: _____ Date: _____

For Office Use Only:

____ Approved ____ Denied If denied, reason (if applicable): _____

Processed by: _____ Date: _____

Summary description of documents provided/reviewed: _____

Estimate or Actual Costs:

Copies: ____ pages x \$.25 per page = \$ _____ Estimate approved by Requestor: _____

Research Time: ____ hrs/min = \$33.58 = \$ _____ Date: _____

Miscellaneous charges = \$ _____

(No charge for first 1 hour) **Total** \$ _____

Prepayment Required?: Y N Prepayment Received: Date: _____ Amount: _____

24-72-203. Public records open to inspection

(3) (a) If the public records requested are in the custody and control of the person to whom application is made but are in active use, in storage, or otherwise not readily available at the time an applicant asks to examine them, the custodian shall forthwith notify the applicant of this fact, in writing if requested by the applicant. If requested by the applicant, the custodian shall set a date and hour at which time the records will be available for inspection.

(b) The date and hour set for the inspection of records not readily available at the time of the request shall be within a reasonable time after the request. As used in this subsection (3), a "reasonable time" shall be presumed to be three working days or less. Such period may be extended if extenuating circumstances exist. However, such period of extension shall not exceed seven working days. A finding that extenuating circumstances exist shall be made in writing by the custodian and shall be provided to the person making the request within the three-day period. Extenuating circumstances shall apply only when:

(I) A broadly stated request is made that encompasses all or substantially all of a large category of records and the request is without sufficient specificity to allow the custodian reasonably to prepare or gather the records within the three-day period; or

(II) A broadly stated request is made that encompasses all or substantially all of a large category of records and the agency is unable to prepare or gather the records within the three-day period because: