



Public Records Request Form

If the records are available pursuant to C.R.S. 24-72-201 et seq., the records shall be made available for viewing within three working days. The date of receipt is not included in calculating the response date. If extenuating circumstances exist so that the Custodian cannot reasonably gather the records within the three day period, the Custodian may extend the period by up to seven working days. The requester shall be notified of the extension within the three day period.

Public records shall be viewed at 340 Maple Street, Frederick, Colorado 80530, on regular business days at prearranged times. After viewing the document(s), photocopies may be requested for \$0.10 per standard black and white page (\$0.25 per standard color page). In addition, the requester may be charged a research and retrieval fee as outlined in the Colorado Open Records Request, Carbon Valley Parks and Recreation District document.

All charges must be paid by the time the request for photocopies is released, and must be picked up in person.

Requester Name:	Date:	
Mailing Address:		
Phone Number: ()		
Signature:	Date:	
Detailed Description of Records Requested: * When asking for records that cover only a particular period of time, such as last year or a specific month, identify that time period. * If the document name is unknown, provide a brief but specific description of the document or information requested.		
FEE SCHEDULE:		
Copies (black/white)	\$0.10/page	A page is defined as one side of one page up to a paper size of 8.5" x 11"
Copies (color)	\$0.25/page	
Research and Retrieval	\$30.00/hour	Charges shall not be imposed for the 1 st hour of research and retrieval of public records
Records provided at cost of duplication (i.e. photos, discs, documents larger than 8.5" x 11")	Varies	Charge is based on CVPRD's cost to produce
FOR INTERNAL OFFICE USE:		
Date Request Completed:	Amount Prepaid: \$	
Approved: _____ Denied: _____	Bal. Due Before Release: \$	
If Denied, provide reason(s):		
		Total Amount Paid: \$



CARBON VALLEY
PARKS & RECREATION DISTRICT

Custodian of Records Signature:	Date:
---------------------------------	-------