

Eagle County Public Records Request Form

The following request is made under the Colorado Open Records Statute

Printed Name: _____

Organization represented (if any): _____

Address: (mailing) _____

Phone number: _____

Email: _____

Inspection prior to requesting copies: YES / NO

Request for copies in lieu of inspection: YES / NO

Name or identification of record(s) requested: _____

If the record name is unknown, provide a brief, but specific description of the document or information requested (include date of issuance and location of document or information, if known). A request which is vague, broad or which seeks voluminous records, may cause a delay in the time in which the County can produce the records. Please attach an additional page if necessary to list the requested records in detail.

If the records are available pursuant to C.R.S. § 24-72-201 et seq., the records will typically be made available within three (3) business days of the County's receipt of this completed form. However, if extenuating circumstances exist such that the custodian cannot reasonably assemble the records within this three (3) day period, the period shall be extended for seven (7) additional working days. The person requesting the records shall be notified of the extension within the initial three-day period.

The fee for copies of records produced by the County is \$.25 per standard page. The requestor will also be charged a reasonable research and retrieval fee. No fee will be imposed for the first hour of time expended in connection with the research and retrieval. After the first hour, a fee of \$33.38 per hour will be charged for each additional hour expended in connection with the research and retrieval. Full payment of all fees must be received by the County in advance of the County's release of the records. Please request an estimate of the cost to produce the records if your request involves voluminous research or copying. Please refer to the County's Open Records Policy for complete information and fees. The Policy is available on the County's website or by request at the Eagle County Attorney's Office.

Date: _____

Signature: _____

FILING INSTRUCTIONS: Open records requests may be submitted in person, via regular mail or via facsimile. Requests submitted via email are discouraged. The reason for this is, due to spam filters, in active or incorrect email accounts, the County cannot guarantee that a particular custodian has received an electronic email request. Open records requests should be submitted to the official custodian of records for a particular department or to the person who is believed to be the custodian of the requested records.

FOR OFFICIAL USE ONLY

Records request received by: _____ Date: _____

Time spent by staff in researching, retrieving, redacting and copying the requested documents: _____

No. of pages (where copies provided): _____

Cost of research, retrieval, redacting and copying: \$_____