

Crowley County Public Records Request Form

The following request is made under the Colorado Open Records Statute

Printed Name:

Organization represented (if any):

Mailing Address:

Phone Number:

Email Address:

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) working 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) working day period, the period shall be extended for seven (7) additional working days. The Requester shall be notified of the extension within the initial three (3) working-day period.

When records are paperless and not accessible from public online websites or public workstations, including but not limited to electronic mail and other digitally stored data, inspection without printing out copies is not possible. In such cases, the Requester will be informed and can opt for printed copies and will be charged a fee as set forth herein.

The fee for copies of records produced by the County is \$0.25 per standard page, \$0.50 for legal size page, and \$1.00 for 11 x 17 size page. The Requester 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 \$41.37 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. For requests involving voluminous research or records, a deposit of 50% of the estimated cost of the work will be collected before work starts.

Please refer to the County's Open Records Policy for complete information and fees. The Policy is available by calling Crowley County at (719) 267-5555, ext. 3.

Date: _____ Signature: _____

FILING INSTRUCTIONS: Open records requests may be submitted via email at

crowleyadmin@crowleycounty.net.

FOR OFFICIAL USE ONLY

Records request received by: _____ Date: _____

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

No. of pages (where copies provided): _____

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