Town Of Erie Request for Records

Name: _____ Date _____

Address: _____ Phone Number_____

Fax Number: _____ Email: _____

Document Requested_____
(Additional room on back)

Reason for Request _____

Special Instructions _____

Reason for Denial of Inspection: ☐ Contrary to State Statute ☐ Contrary to public interest
☐ Prohibited by rules of the court ☐ _____

FEE SCHEDULE

Note: A single-sided piece of paper (up to 8.5" x 11") constitutes one page. A double-sided piece of paper (up to 8.5" x 11") constitutes two pages.

Type of Service	Minimum Charge		Additional Charges/Notes
1. Open Records Request – on-site paper	**$.25** per page		▪ If a request takes more than 15 minutes to complete, the Town will also charge $3.75 for each additional 15 minutes spent.
2. Open Records Request – on-site photographs	**$15.00** per request, plus the per photograph charge		▪ $.50 per photograph ▪ If a request takes more than fifteen minutes to complete, the Town will also charge $3.75 for each additional 15 minutes spent researching request.
3. Open Records Request – Off-site Records (covers the cost of delivery and pickup only)	**$30.00** *PRE-PAID* for off-site box, plus the standard fees as listed above		▪ All other copying costs pertain to request. ▪ If a request takes more than 15 minutes to complete, the Town will also charge $3.75 for each additional 15 minutes spent
4. Video/Audio Cassettes or DVD's	**$15.00** pre paid		▪ Tapes are copied in real time and require a minimum of 3-day notice.
5. Open Records Request – Manipulation of data in order to create a requested record	Actual Cost of Manipulating data. CRS 24-72-205 (3)(4)		▪ All other copying costs pertaining to request. ▪ Direct costs to the Town i.e. attorney's fees, outsource copying, courier, etc.., shall be also assessed.
6. Copy only – internal or external (includes any size copy paper up to 11" x 17")	8.5" x 11" or 14"	**$.25**	Colored Maps and Colored Printed Materials: a. 8.5 x 11 $10.00 d. 24x36 $20.00 b. 11x 17 $13.00 e. 36x58 $25.00 c. 18x 24 $16.00
	11" x 17"	**$.50**	
	Maps B & W 24"x 36"	**$3.50**	

Response time pursuant to the Colorado Open Records Law:
24-72-203 – 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 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 may be identified as: a broadly stated request that encompasses all or substantially all of a large category of records the request is without sufficient specificity to allow the custodian reasonably to prepare or gather the records within the three-day period; or, 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 the agency needs to devote all or substantially all of its resources to meeting an impeding deadline or period of peak demand that is either unique or not predicted to recur more frequently than once a month or so.

Access to and Denial of Records pursuant to the Colorado Open Records Law:
24-72-305.5 – Records of official actions and criminal justice records and the names, addresses, telephone numbers, and other information in such records shall not be used by any person for the purpose of soliciting business for pecuniary gain. The official custodian shall deny any person access to records of official actions and criminal justice records unless such person signs a statement which affirms that such records shall not be used for the direct solicitation of business for pecuniary gain.

PAYMENT: THE TOWN OF ERIE WILL ACCEPT PAYMENT BY CASH, CHECK, MASTER CARD OR VISA

By signing this form, I acknowledge that I have read and understand the above Colorado revised state statutes. I am not requesting official actions or criminal justice records for the purpose of solicitation of business or for pecuniary gain.

Applicant Signature _____ **Date** _____

Please complete form and fax to 303-926-2706 or mail to Town Clerk, P.O. Box 750, Erie, CO 80516.

Internal use only:

Amount pre-paid:	Amount due:	Identification Verified by: