



# Request for Public Records

Our goal is to assure prompt and equitable service to customers requesting access to public records.

<b>Requester Name:</b>	<b>Date:</b>
<b>Mailing Address:</b>	
<b>Signature:</b>	<b>Phone:</b>
	<b>Email:</b>
<b>Detailed description of records requested:</b>	

## Fee Schedule

*THE TOWN ACCEPTS CASH, CREDIT CARD OR CHECK (payable to the Town of Erie)*

Type of Service	Cost	Additional Notes
Research and retrieval of records	\$30.00 per hour or portion thereof, with first hour free	Deposit of 50% of estimated costs must be made before research and retrieval begins, with remainder paid before records are released. Any deposit not used will be refunded.
Copy of video/audio or DVD	Actual cost	
Manipulation of data to create a requested record	Actual cost	
Public record that is the result of computer output other than word processing	Actual cost plus a portion of the cost to build and maintain the information system	
Black and white copy, any size up to 11" x 17"	\$0.25 per page	A single-sided document constitutes one page. A double-sided document constitutes two pages.
Black and white copy, oversized	Actual cost	A single-sided document constitutes one page. A double-sided document constitutes two pages.
Color copy	Actual cost	A single-sided document constitutes one page. A double-sided document constitutes two pages.
Map	Actual cost	
Certified copy	As provided by statute	

**Complete form and email to [Townclerk@erieco.gov](mailto:Townclerk@erieco.gov)**

**Or mail to Town Clerk, P.O. Box 750, Erie, CO 80516**