



PUBLIC RECORDS REQUEST FORM

The following request is made under the Colorado Public Records law:

Date:	
Name:	
Organization Represented (if any):	
Address:	
Phone Number:	
Email Address:	

Names or descriptions of document(s) requested:

1.	
2.	
3.	
4.	
5.	

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

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. If extenuating circumstances exist so that the Custodian cannot gather the records within the three-day period, the period shall be extended an additional seven working days. The requestor shall be notified of the extension within the first three days of receiving the request.

Some inspection requests may be denied if disclosure to the applicant would be contrary to public interest as defined by statute. Also, the Open Records Act only makes available public written information that already exists. It does not force an agency to create new records or to manipulate and/or analyze information it might have in a new way in order to respond to a request.

The fee shall be \$0.25 per page, unless actual costs exceed that amount, in which case, actual costs may be charged. Actual costs shall include the applicable rate for staff time required to fulfill the request. If electronic files are available, records may be provided for a lower cost and in a more expedient manner via email. All payments for public records must be received in advance of releasing the requested records, with any persons requesting research paying a deposit based on the estimated amount of time the project or meeting will take *in advance*.

FILING INSTRUCTIONS: You may fill out the electronic form and email it to the Administration Office at records@gunnisoncounty.org. Otherwise, you may print the form, fill it out, and then file it by fax at 970-641-3061, by mail to 200 E. Virginia Avenue, Gunnison, CO 81230, Attention Administration, or in person at the office of the County Manager.

OFFICE USE ONLY:

Date Received		FEE CALCULATION	ESTIMATED		ACTUAL	
			#	\$	#	\$
Date Extended (if applicable)		Copies				
Date Deposit Received		Research/Transcription Time				
Deposit Amount		Other:				
Date Actual Received		TOTAL				
Date Delivered						