

## OPEN RECORDS REQUEST FORM

All requests for records must be made to the Town Clerk of the Town of Iliff. A NON-REFUNDABLE research fee of \$5.00 is due at the time of request before a search will begin. The initial fee includes 30 minutes of research/redaction and up to 4 pages, with an additional fee of \$.25 per page (\$0.50 for color copies) accessed beyond that. Research/redaction beyond 30 minutes will be assessed \$30.00 per hour, minimum ¼ hour. Building and planning documents, and maps/large drawing prices are based on size A separate request form must be completed for multiple requests along with the required fees. All fees must be paid prior to the release of records. Costs for reproduction of records have been authorized by Colorado Revised Statute 24-72-306.

### INFORMATION ABOUT YOU (PARTY REQUESTING THE INFORMATION)

Please fill in the information requested below thoroughly and accurately. This will ensure the timeliest response to you. All requests will be mailed unless another method is requested.

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax or another phone: \_\_\_\_\_

Desired Retrieval Method: \_\_\_\_\_ Pickup \_\_\_\_\_ Mailing \_\_\_\_\_ Email \_\_\_\_\_

Allow three (3) working days for a search of the records. Per the State of Colorado Open Records Act (C.R.S. 24-72-203), if the request is substantially large or is maintained off-site, an extension of seven (7) working days is permitted. The Town will notify you within three (3) days of any extension and all estimated costs.

Please indicate the desired information and/or list each requested document. Please be as specific as possible. (You may attach a letter indicating the required public records):

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

By signing this form, you agree to pay all charges incurred with such Public Records Request.

Please note that all emailed requests must receive confirmation of receipt email from the Town Hall office.