



Public Records Request Form

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

Name: _____ Date: _____

Organization represented (if any): _____

Address: _____

Phone: (____) _____ Email _____

Name of document(s) requested: _____

If the document name is unknown, provide a brief but specific description. Include dates, type of document, parties involved, etc. Broad, vague, or voluminous requests cause delays or may be denied.

If the records are available pursuant to law, the records will be made available for viewing within three working days. If extenuating circumstances exist so that the Custodian cannot gather the records within three working days, the period will be extended an additional seven working days. Please refer to the County's Public Records Policy for more information. The Policy is available at www.larimer.org/transparency or at the County Manager's Office (970) 498-7010.

Documents cost \$.25 per page plus staff time, unless actual costs exceed that amount, in which case, actual costs may be charged. All payments for public records must be received in advance of releasing the requested records.

Print Name

Signature

Filing Instructions: Email, fax, mail or deliver the completed form to the person/office whom you believe to be the custodian of the document(s). A list of county departments is available on the County web site.

For County Use Only

Request received by: _____ Date/ Time: _____ Estimated Cost \$ _____

Actual Cost: Copies _____ X 25¢ = \$ _____ Staff hours _____ X _____ (hourly rate) = \$ _____

Total Cost \$ _____ Amount Paid \$ _____

Date request completed ____/____/____ By _____