



## 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](http://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 \_\_\_\_\_