

Yuma County Public Records Request Form

The following request is made under the Colorado Open Records Act:

Date: _____

Time: _____

Name: _____

Company Represented (if any): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Cell Number: _____

Records Requested (if the name of the record is unknown, provide brief, but specific description of the record and its location): _____

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 reasonably gather the records within the three-day period, the Custodian may extend the period by up to seven working days. The requestor shall be notified of the extension within the three-day period.

Public records shall be viewed at 310 Ash St, Ste. F, Wray, Colorado, on regular business days by appointment. After viewing the document(s), photocopies may be requested for \$.25 per standard page, the requestor may be charged a retrieval fee based on the actual cost of responding to the request. Charges must be paid at the time the request for photocopies are made, and must be picked up in person.

Signature _____

Date: _____

FOR OFFICIAL USE ONLY

Verification of Form and Date Received: _____

Custodian of Records:

Time spent by staff in assembling the records request: _____

Estimated Cost of assembly: \$ _____

Records requests received by: _____

Department Manager/Elected Official

Date

Amount received