Town of Lochbuie
Public Records Request
Email Form to: lblackston@lochbuie.org or Fax to: 303-655-9312

Requested By: ___________________________ Date/Time of Request:____________________

Address: ___________________________________ City/Town: ___________________ State: _____
Zip: _____ Phone: ______________ Email Address: _________________ Fax: ______________

Records Requested: (please be specific as to what information you are requesting so that your request can be filled in a timely manner and to ensure you get the correct information)

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Request to: _____ Inspect ______ Receive Copies

Means of Notification: _____Mail    _____Pick Up    _____E-Mail

Cost Estimate:
Having received the cost estimate I choose to confirm my request for the records described and agree to pay the charges at the time records are made available. If over $20.00, I understand I must provide security to pay for the cost incurred to obtain the records.

_____ Yes ______ No _____Cancel Request

Requestor’s Signature: ___________________________________ Date: ______________

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Office Use Only

Fee: No___ Yes___ # of pages: _____ $_____per page   Other Cost $_________ Total Cost $________
Date Request Completed: __________________________ Request Completed by: __________________

Distribute:
Mail_________E-Mail_________ Date Mailed/E-Mailed_________________________ Initials___
Pick Up______________ Date Picked Up________________________ Initials ___

Approved_______ Denied________

Denial of Request and basis for denial:

__________________________________________________________________________________
__________________________________________________________________________________

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FEES:
$0.25/page standard copy   $2.00/page larger copy   $1.00/page color copy
$30.00 per hour for research

Pursuant to §24-72-203, C.R.S., public records shall be open for inspection by any person at reasonable times unless excepted by law. A reasonable time is presumed to be three (3) working days or less. If extenuating circumstances exist, an additional seven (7) working days may be added. A complete description of the policies and procedures and fees associated with an open request for records is set forth in the Town of Lochbuie’s Open Records Policy.