Town of Lochbuie
Public Records Request

Email Form to: townclerk@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.