



ARCHULETA COUNTY PUBLIC INFORMATION REQUEST FORM

Requestor Information

| | |
|----------------------|---------------------------------------|
| Requestor Name: | Request Submittal Date: |
| Mailing Address: | Submittal Time: _____:_____ a.m./p.m. |
| Phone Number: | Signature: _____ |
| Email Address: _____ | |

Description of Information Requested

Request Addressed to: _____ *(Must be addressed to the proper custodian for the records sought.)*

Item 1:
(Please describe in detail)

Item 2:
(Please describe in detail)

Item 3:
(Please describe in detail)

(Use additional page for additional items requested.)

Section below to be completed by County Official.

| | |
|---|-------------------------------------|
| Request Received By: | Date: |
| Request Reviewed By: | Date: |
| Request <u>Approved</u> or <u>Rejected</u> <i>(circle one)</i> | Date: |
| Records Delivered To: | Date Delivered: |
| Delivery Method: If request denied, reason for denial: | Request Status Confirmed By: |
| Delivery Signature: _____ | Received Signature: _____ |

PURSUANT TO THE COLORADO OPEN RECORDS ACT, THE CUSTODIAN OF RECORDS HAS THREE DAYS TO RESPOND TO THIS REQUEST. Records that are prohibited from disclosure under CORA or other statute(s) cannot be made available to the public. Archuleta County may also hold certain private and /or financial information about individuals that will not be released except upon the approval of that individual. A per-hour charge representing actual costs to Archuleta County, as allowed by C.R.S. 24-72-205, may be assessed. All requests for copies of public records will be fulfilled in a timely manner provided that research and copying costs, as estimated by the custodian and communicated to the person requesting the information and are paid in advance. Please see current County Fee Schedule for copying fees.