



REQUEST FOR RECORDS

This form is to be utilized to request copies or review documents in the possession of The City of Fountain, subject to the provisions and restrictions of the Open Record Act (C.R.S. Article 72). Copies are subject to applicable charges. Total charges may vary for records that require extensive preparation, retrieval or research efforts involving staff time of 30 minutes or more. Where total charges are in excess of \$10, prepayment is required. Cost estimates shall be provided to the customer prior to providing the services requested and payment shall be rendered prior to the commencement of work.

Requestor Information:

Name: _____ Date of Request: _____

Company (if applicable): _____

Address: _____ E-Mail (optional): _____

Telephone #: _____ Fax #: _____

___ Licensed Business ___ Personnel Records ___ Planning/Zoning Info

___ Minutes: Council; Planning Commission; Park Board; Board of Adjustment; EDC

___ Other

Specific Information Requested:

Reason for Requesting Information: _____

Requestor's Signature: _____ Date: _____

For Office Use Only:

___ Approved ___ Denied If denied, reason (if applicable): _____

Processed by: _____ Date: _____

Summary description of documents provided/reviewed: _____

Estimate or Actual Costs:

Copies: ___ pages x \$.25 per page = \$ _____ Estimate approved by Requestor: _____

Research Time: ___ hrs/min x \$25.00 = \$ _____ Date: _____

Miscellaneous charges = \$ _____

(No charge for first 1/2 hour) Total \$ _____

Prepayment Required?: Y N Prepayment Received: Date: _____ Amount: _____