

TOWN OF GEORGETOWN

OPEN RECORDS REQUEST FORM AND INVOICE

INSTRUCTIONS TO APPLICANT

The Town of Georgetown complies with public records inspection requests in compliance with the Colorado Public Records Act, Article 72 of Title 24. Public records are open for inspection by any person at reasonable times.

If public records requested are not in the custody or control of the Town, the Applicant shall be notified of this fact. Such notification will be in writing only if the Applicant requests written notification. Such notification shall state, to the best of the responding City employee's knowledge and belief, the reason for the absence of the records, the location of the records and who has custody or control of the records.

If the records requested are in active use, in storage or otherwise not readily available at the time requested for inspection, the Town shall notify the Applicant. Such notification will be in writing only if the Applicant requests written notification. If the Applicant further requests, the Town shall set a date and hour at which the records will be available for inspection which shall be within a reasonable time after the request

No public record shall be made available for inspection if such inspection would be contrary to state statute, federal statute or regulation or Supreme Court rule or court order.

Not all records within the custody or control of the Town are available for inspection as public records either because the documents do not meet the statutory definition of public record or because the record is excepted from the disclosure requirements. If access to any public record is denied, the Town will provide a written statement of the grounds for denial only if requested by the applicant.

The Town will charge a fee of \$.25 per standard page for copies and \$20.00 per tape for making copies of minutes and/or public hearings.

Where the request requires the manipulation of data to generate a record in a form not usually kept by the Town, the Town will impose a reasonable fee equal to the actual cost of manipulating the data. Staff time in manipulating and generating data will also be charged.

TOWN OF GEORGETOWN INFORMATION REQUEST FORM

PLEASE PRINT

Name: _____ Date of Request: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Day: _____ Evening: _____

Form Desired: ___ Inspect only ___ Copies ___ Printouts ___ Photographs

Records Requested:

(Request should be sufficiently specific to allow Town to prepare or gather the records requested)

(The date and hour set forth for inspection of records shall be within three (3) working days or less of the date of request unless extenuating circumstances exist)

INVOICE

Copies of available records at \$0.25 per page: \$ _____

AND/OR

Fee for manipulation of data to generate requested record:

Staff Research Time: _____ hrs x \$ _____ per hr: \$ _____
(cost dependent upon staff member doing the research)

Staff Computer Input Time: _____ hrs x \$ _____ per hr: \$ _____

Copy costs at \$0.25 per page: \$ _____

Other costs (cost of tape): \$ _____

TOTAL \$ _____