



Town of Red Cliff
 PO Box 40, Red Cliff, CO 81649
 970/827-5303

Request for Records and Fee Schedule

Name: _____ Date of Request: _____

Company (if applicable): _____

Address: _____

Telephone #: _____ E-Mail: _____

Type of Information Requested: ___ Licensed Business ___ Planning/Zoning Info
 ___ Minutes ___ Financial Records ___ Other

Specific Information Requested:

Reason for Requesting Information: _____

Requestor's Signature: _____ Date: _____

All requests for public records will, under normal circumstances, be processed within three (3) business days of the date requested in accordance with the Colorado Open Records Law. Where total charges are in excess of \$10, prepayment is required. Payment shall be rendered prior to the commencement of work.

By signing this form, I agree to the terms and fees therein. I am not requesting official public records for the purpose of solicitation of business or for pecuniary gain.

Requestor's Signature _____ **Date** _____

Please see back of this form for fee schedule.

Internal use only:

Amount pre-paid:	Amount due:	ID Verified by:
Reason for denial of inspection:	<input type="checkbox"/> Contrary to State Statute <input type="checkbox"/> Prohibited by rules of the court	<input type="checkbox"/> Contrary to public interest <input type="checkbox"/> _____

By the delivery of this information to you, the Town has responded to your request in accordance with the Colorado Open Records Act ("CORA"), C.R.S. 24-72-203.

Fee Schedule

Type of Service	Charge	Additional Charges
Notary Services	\$3.00 per notarization	
Notary Services	\$0 for residents	\$5 non-residents
Open Records Request – onsite standard size paper documents: 8.5” x 11” or 8.5” x 14”	<p>\$0.25 per page. No charge for emailed records other than time spent compiling records</p> <p>Note: A single-sided piece of paper (up to 8.5” x 14”) constitutes one page. A double-sided piece of paper constitutes two pages.</p>	<ul style="list-style-type: none"> · First 60 minutes spent compiling records is free · \$5.00 per each additional 15 minutes (or portion thereof) spent compiling records
Open Records Request – non-standard size paper documents	At cost from copy service, plus time and mileage to/from copy service.	<ul style="list-style-type: none"> · First 60 minutes spent compiling records is free · \$5.00 per each additional 15 minutes (or portion thereof) spent compiling records
Open Records Request – photographs	Cost of having photographs developed, plus time and mileage to/from copy service.	<ul style="list-style-type: none"> · First 60 minutes is free · \$5.00 per each additional 15 minutes (or portion thereof) spent having photographs developed.
Open Records Request – audio recording	\$15.00 per recording	<ul style="list-style-type: none"> · First 60 minutes is free · \$5.00 per each additional 15 minutes spent copying.

NOTE:

- Fees regarding public records are pursuant to the Colorado Open Records Statute 24-72-205.

For questions regarding public records, please call the Town of Red Cliff Office at 970/827-5303.