

Town of Monument – Records Request

Fax Completed Forms to: 719-884-8011 (or mail to Records Request: 645 Beacon Lite Rd. Monument, CO 80132)

Name: _____ Date: _____

Address: _____ Phone Number: _____

Fax Number: _____ Email: _____

Document(s) Requested: _____

Format: Inspection Electronic B/W Color Fax Certified Audio Photograph

FEE SCHEDULE

Type of Record	Fee	Additional Charges
1. Copy Fee – Black & White	\$.25 per page (single-sided = 1 page, double-sided = 2 pages)	<ul style="list-style-type: none"> If a request takes more than one hour to complete the Town will also charge \$30.00 for each additional hour spent. Direct costs to the Town i.e. attorney's fees, outsource copying, courier, etc., shall be also assessed. Actual Cost of Manipulating data. CRS 24-72-205 (3)(4)
2. Copy Fee - Color	\$2.00 per page – up to 11x17	
3. Certified Copy	\$2.00 per page	
4. Audio/Video Records	\$15.00 per recording	
5. Photos	\$10.00 plus cost of reproduction	
6. Faxes	\$.50 per page; 10 page min.	

Response time pursuant to the Colorado Open Records Law: 24-72-203 – The date and hour set for the inspection of records not readily available at the time of the request shall be within a reasonable time after the request. As used in this subsection (3), a "reasonable time" shall be presumed to be three working days or less. Such period may be extended if extenuating circumstances exist. However, such period of extension shall not exceed seven days. A finding that extenuating circumstances exist shall be made in writing by the custodian and shall be provided to the person making the request within the three-day period. ** Extenuating circumstances may be identified as: a broadly stated request that encompasses all or substantially all of a large category of records the request is without sufficient specificity to allow the custodian reasonably to prepare or gather the records within the three-day period; or, A broadly stated request is made that encompasses all or substantially all of a large category of records and the agency is unable to prepare or gather the records within the three-day period because the agency needs to devote all or substantially all of its resources to meeting an impending deadline or period of peak demand that is either unique or not predicted to recur more frequently than once a month or so.

Access to and Denial of Records pursuant to the Colorado Open Records Law: Reference: 24-72-204 & 24-72-305.5
 A custodian of a public record must allow the inspection of the record unless a specific ground for denial set out in CORA exists. These include cases where the inspection would be contrary to state or federal statute or federal regulation or is prohibited by court order. Certain records may be kept from inspection on the ground that disclosure would be contrary to the public interest. These include records of investigative files kept by law enforcement and others, licensing examinations scores, and electronic mail addresses provided by a person to a state agency or political subdivision. Records of official actions and criminal justice records and the names, addresses, telephone numbers, and other information in such records shall not be used by any person for the purpose of soliciting business for pecuniary gain. The official custodian shall deny any person access to records of official actions and criminal justice records unless such person signs a statement which affirms that such records shall not be used for the direct solicitation of business for pecuniary gain.

By signing this form, I acknowledge that I have read and understand the fee schedule, the timeframe for response, and the reasons for which a request can be denied.

Applicant Signature _____ Date _____

Town of Monument Use Only

Received By:	Date:	Time:
Routed To: <input type="checkbox"/> Attorney <input type="checkbox"/> Clerk <input type="checkbox"/> Finance <input type="checkbox"/> HR <input type="checkbox"/> Manager <input type="checkbox"/> Planning <input type="checkbox"/> Police <input type="checkbox"/> Public Works		
Request Completed By:	Date:	Time:
Amount Due Prior to Release of Records: <i>(itemized receipt available upon request)</i>	Date Paid:	Method of Payment:
Request Denied By:	Date:	Time:
Reason for Denial: <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"/> Other (list):		