OPEN RECORDS REQUEST FORM AND INVOICE
INSTRUCTIONS TO APPLICANT

The Town of Silver Plume 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 all copies and $20.00 per tape for making copies of minutes and/or public hearings. Staff time spent generating data will also be charged. The first hour spent on data retrieval for records requests will be free, and a charge of $41.37/hour for each hour thereafter will be imposed. **A deposit of $41.37 is required along with this request form prior to any data retrieval or generation by Town of Silver Plume staff.**

Submit request to: clerk@silverplumetown.com Call:303-569-2363 for more assistance

TOWN OF SILVER PLUME OPEN RECORDS REQUEST FORM

PLEASE PRINT
Name: _____Date of Request: _____
Address:_____
City: _____ State: _____ Zip: _____
Phone: Day: _____ Evening: _____
Email address:_____
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, and receipt of deposit, unless extenuating circumstances exist)

INVOICE

Deposit: $ _41.37_

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

AND/OR

Fee for manipulation of data to generate requested record:

Staff Research Time: __1__ hrs x $ _0.00__ per hr: $ ____0.00_____
Staff Research Time: _____ hrs x $ _41.37__ per hr: $ _____

Staff Computer Input Time: __1__ hrs x $ 0.00__ per hr: $ ____0.00____
Staff Computer Input Time: ____ hrs x $ 41.37__ per hr: $ _____

Copy costs at $0.25 per page: $ _____

Other costs (cost of tape): $ _____

TOTAL $ _____