

TOWN OF WINDSOR, COLORADO

Request for Information Pursuant to the Town of Windsor Policy and Procedures Regarding Access to Public Records Pursuant to the Colorado Open Records Act

Date of Request _____ Time _____

Name of Requesting Party _____

Address _____

_____ Email: _____

Telephone Number (during business hours) _____ FAX #: _____

Please select the format in which you would like to receive materials:

View only, no copies requested.

Appropriate personnel will be scheduled to accompany you during viewing.

Hard copies/printouts

CD*

email*

*not all documents are available electronically. Data manipulation fees may apply.

DESCRIPTION OF RECORDS REQUESTED:

By signing this request, the requesting party acknowledges that, pursuant to Article VI of the Town's Policy and Procedures Regarding Access to Public Records Pursuant to the Colorado Open Records Act, the requesting party understands that reasonable charges may be made for copies requested and that additional charges may be made for staff time when extensive research is necessary to locate a particular document or documents and/or to prepare a document for release. Research and retrieval fees are chargeable after the first hour.

Do you want the Town to provide you an estimate of these costs prior to incurring such costs as a pre-condition to processing your request? _____ Yes _____ No

I understand that failure of the Town to present an estimate does not excuse payment in full for completed requests.

Signature of requesting party _____

.....
(Following to be completed by a Town Representative)

Response date _____ Response time _____ Method of Delivery _____

Number of Copies (if any) _____ Charge for copies _____ Research charge _____

Deposit required _____ Date deposit received _____ TOTAL AMOUNT PAID _____

In the event the Town denies any request, evidence of such denial and the basis therefore will be provided in writing to the requesting party.

Town of Windsor Staff Signature _____