

## City of Yuma Open Records Request Form

The following request is made under the Colorado Open Records Act:

Date: \_\_\_\_\_

Time: \_\_\_\_\_ a.m./p.m.

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Name of document(s) requested: \_\_\_\_\_

If the document name is unknown, provide brief, but specific description of document or information requested (note of issuance and location of document, if known): \_\_\_\_\_

If the records are readily available pursuant to C.R.S. § 24-72-200.1, *et seq.*, the records shall be produced within 3 working days (date of request is not included in calculating the response date). If extenuating circumstances exist so that the Custodian cannot reasonably gather the records within the 3-day period, the Custodian may extend the period by up to 7 additional working days. The requestor shall be notified of the extension within the 3-day period. Records shall be viewed at 320 S. Main Street, Yuma, Colorado, on regular business days by appointment. After inspection, photocopies may be requested **for \$0.25 per standard page**. Charges must be paid for at the time the request for photocopies are made, and must be picked up in person.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### For Official Use Only

DEPARTMENT/CUSTODIAN OF RECORDS:

Research time fee: 1<sup>st</sup> hour free, every hour after \$41.37 per hour (C.R.S. § 24-72-205(6)(a))

Time spent by staff in assembling the records request. \_\_\_\_\_

Cost of research and assembly of request. \$\_\_\_\_\_

Research Records requests received by:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date