

Public Records Request

To obtain records, complete this form and email it to bzapata-diaz@columbinevalley.org with the subject line "Custodian of Records."

TIMING & FEES

Pursuant to §24-72-203 C.R.S., three (3) working days may be allowed for a search of the records. This may be extended by seven (7) working days for extenuating circumstances, to include the records being in active use, in storage, or otherwise not readily available.

The fees for public records are page-based, whether the documents are emailed or provided in hard copy. The Custodian of Records will arrange payment prior to record delivery.

- 1-50 pages: \$15
- 51-100 pages: \$30
- 101-200 pages: \$45
- 200+ pages: \$200
- Plus postage for mailed copies

REQUESTOR INFORMATION

- Name: _____
- Street Address: _____
- City, State, ZIP: _____
- Email: _____ Phone: _____

INFORMATION REQUESTED

Please list the documents requested; be as specific as possible.

Preferred delivery method: ☐ Email ☐ Hard Copy for Pickup ☐ Hard Copy Mailed

OFFICE USE

- Date & Time Request Received: _____
- Date & Time Completed: _____
- Completed By: _____
- Summary of Response: _____

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