

Schedule A & Public Records Request Form

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 §24-72-205 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 Custodian of Records will arrange payment prior to record delivery.

- First hour of research: no charge
- Hours of research after the first hour: \$30 per hour
- Digital delivery: no charge for delivery
- Photocopies:
 - 25 cents per page
 - Plus applicable 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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