



P.O. Box 1239
Evergreen, CO 80437

PUBLIC INFORMATION REQUEST

Please list specifically what documents you want provided. In compliance with the Open Records Act, §24-72-201 the District will provide the requested records within three business days. If the request is substantially large, notice will be given by the District for an extension of seven working days to deliver the requested information. Depending on the size of the request a deposit may be required to cover the cost of time, copies, etc.

NAME: _____ DATE: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

DETAILED DESCRIPTION OF RECORDS REQUESTED:

SIGNATURE: _____

FEE SCHEDULE

Copies	\$0.25 each per 8"x 11 1/2" page
	\$0.50 each per 11"x17" page
Research & Retrieval Fee	After first hour, \$30.00 per hour
Bound Books or Other Large Publication	Charge is based on cost to produce the publication
Postage & Packaging for Mailing	Actual cost will be assessed

FOR INTERNAL OFFICE USE:

DATE REQUEST RECEIVED: _____

DATE REQUEST COMPLETED: _____

STAFF PROCESSING REQUEST: _____ SIGNATURE: _____

AMOUNT PREPAID: _____

COST OF REQUEST: _____

BALANCE DUE: _____

TOTAL AMOUNT PAID: _____