

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 ½” page |
|  | $0.50 each per 11”x17” page |
| Research & Retrieval Fee | After first hour, $41.37 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:

(303) 674-3379 ext. 200 [districtmanager@grantwaterandsan.org](mailto:districtmanager@grantwaterandsan.org) Fax: (303) 674-3380