



CRIMINAL JUSTICE RECORDS REQUEST

Name: _____ Date: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Daytime Phone: _____

E-mail Address: _____ Fax Number: _____

Copies Requested	Yes []	No []
CD Requested (for audio records of meetings only)	Yes []	No []

Please indicate the information desired and/or list each requested document. Please be as specific as possible.

Pursuant to §24-72-203 C.R.S. three (3) working days may be allowed for a search of the records. See Open Records Policy for further information.

Records are available for viewing between the hours of 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m.

REQUEST MAY BE FAXED TO:

970-325-4383, Ouray Police Department Custodian of Record

[Please note – all faxed or e-mailed requests must be followed up with a phone call to be sure it was received.]

Charges: (See attached fee schedule)

_____	=	_____
_____	=	_____
_____	=	_____
_____	=	_____

Total = \$ _____

Staff Use Only

Date Received: _____ Time Received: _____ Date Completed: _____

Time Completed: _____ Completed By: _____

Summary of Response _____

SCHEDULE OF COPYING CHARGES AND MISCELLANEOUS FEES

<u>CD/Tape Duplication:</u>	Per CD/cassette	\$5.00 (Cassette or CD provided by City)
<u>Ouray Municipal Code:</u>	Available through City of Ouray website (www.cityofouray.com)	
<u>Certification of Document :</u>	Each copy This applies to: Requests from citizens/agencies for certified true copies of City documents; Requests for notarial certification of true copies of personal documents	\$5.00 for staff time
<u>Copies of Documents:</u>	Per 8½” X 11” page; 8½” X 15” page; or Per 11” X 17” page Documents requiring outside printing will be assessed the actual cost to the City	\$.25 per standard page
<u>Model Traffic Code:</u>	Available through the Colorado Department of Transportation	
<u>Other Requests and Documents</u>		Actual cost to the City to obtain or reproduce
<u>Staff Time:</u>	When information gathering, printing or retrieval of a document requires staff research, labor or travel time, the hourly charge begins after 30 minutes and will be assessed and pro- rated in quarter	\$25.00 per hour
<u>Uniform Fire, Plumbing, Building Codes, etc.</u>	Sold by: International Code Council: (www.constructionbook.com) Copies of sections no more than 10 pages may be made. Full copies will have to be ordered through the publisher.	