



PUBLIC RECORD 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. 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. 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: 970-325-7212, City Clerk OR E-MAILED TO: drakem@cityofouray.com

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

Charges: (See fee schedule on back)

_____ = _____
_____ = _____
_____ = _____
Total = \$ _____

Staff Use Only
Date Received: _____ Time Received: _____ Received By: _____
Date Completed: _____ Time Completed: _____ Completed By: _____
Summary of Response _____

City Clerk _____

SCHEDULE OF COPYING CHARGES AND MISCELLANEOUS FEES
 (§24-72-205 C.R.S.)

<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 60 minutes and will be assessed and pro- rated in quarter hour increments.	\$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.	