



### 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: Overtond@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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SCHEDULE OF COPYING CHARGES AND MISCELLANEOUS FEES**

(§24-72-205 C.R.S.)

<b><u>CD/Tape Duplication:</u></b>	Per CD/cassette	\$5.00 (Cassette or CD provided by City)
<b><u>Ouray Municipal Code:</u></b>	Available through City of Ouray website (www.cityofouray.com)	
<b><u>Certification of Document :</u></b>	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
<b><u>Copies of Documents:</u></b>	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
<b><u>Model Traffic Code:</u></b>	Available through the Colorado Department of Transportation	
<b><u>Other Requests and Documents</u></b>		Actual cost to the City to obtain or reproduce
<b><u>Staff Time:</u></b>	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
<b><u>Uniform Fire, Plumbing, Building Codes, etc.</u></b>	Sold by: International Code Council: ( <a href="http://www.constructionbook.com">www.constructionbook.com</a> )  Copies of sections no more than 10 pages may be made. Full copies will have to be ordered through the publisher.	