

Silver Creek Water and Sanitation District
Public Records Request Form

The following request is made under the Colorado Public Records law

Date: _____

Name: _____

Organization Represented (if any): _____

Address/Telephone Number: _____

Name of document(s) requested: _____

If the document name is unknown, provide a brief but specific description of document or information requested (note date of issuance and location of document, if known). A request that is broad, vague or too voluminous may cause a delay in the time the District can produce the records. Please attach an additional page if needed to list these items in detail.

If the records are available pursuant to C.R.S. 24-72-201, et seq., the records shall be made available for viewing within three working days. If extenuating circumstances exist so that the Custodian cannot gather the records within the three-day period, the period shall be extended an additional seven working days. The requestor shall be notified of the extension within the first three days of receiving the request. Please refer to the District's Public Record Policy for complete information. The Policy is available at <https://www.sdaco.org/cora/sda-transparency/search/p/S>.

The fee shall be \$0.25 per page unless actual costs exceed that amount, in which case actual costs may be charged. All payments for public records must be received in advance of releasing the requested records.

The District shall impose a fee for the research and retrieval of public records. There will be no charge for the first hour; after the first hour has been expended, a fee of thirty (\$30.00) dollars per hour shall be charged.

Date

Signature

FILING INSTRUCTIONS: You may fill out the electronic form and e-mail it to the person/office whom you believe to be the custodian of the documents(s), if you know the e-mail address, or you may print the form, fill it out, and then file it by FAX if you know the FAX number, or by mail or in person to the office of the Custodian of the records you are seeking.

For Official Use Only

Time spent by staff in assembling the records request _____.

Estimated cost of assembly \$ _____.

Records request received by: _____

Received (Date/Time)
