



County of Boulder

Public (Open) Records Request Form

The following request is made under the Colorado Open Records Act:

Date: _____

Requestor Information

Name: _____

Organization represented (if any): _____

Address: _____ Zip Code: _____

Phone No.: _____

Description/Name of Document(s) Requested:

If the document name is unknown, provide brief, but specific description of document or information requested (note date of issuance and location of document, if known). A request, which is broad, vague or too voluminous, may cause a delay in the time the County 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 [County's Public Records Policy](#) for complete information. The Policy is available at <http://www.bouldercounty.org/doc/ca/publicrecordspolicy.pdf> and at the County Human Resources Office (303-441-3525).

The fee shall be \$.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.

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 document(s), if you know the e-mail address. Otherwise, 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	Received Time
_____	_____	_____