GREATER EAGLE FIRE PROTECTION DISTRICT

OPEN RECORDS REQUEST

Please indicate the information you desire, and/or list each public record requested. Please be as specific as possible.

Name:	
Street Address:	
City/State/Zip Code:	
Phone:	Email:

Date Stamp Received:
Time: _____ a.m/p.m.
By: _____

C.R.S. §24-72-203(3)(b) Please allow a minimum of three business days to process requests.
In extenuating circumstances, an additional seven days may be needed to produce the records requested.

FEES APPLICABLE TO RECORDS REQUESTS:	**ESTIMATE OF TOTAL CHARGES:**	
• $0.25/page • $5.00/page (18x24 & larger) • $41.37/hour after the first hour for research & retrieval • Other charges at cost	_____ @ $0.25 per page _____ @ $5.00 per page (18x24 & larger) _____ @ $41.37/hour (excluding 1st hour) Other charges (at cost) **Estimated Total:** **Total Deposit Due: (prepayment required)**	$_____ $_____ $_____ $_____ **$_____* $_____ **

Payment of any actual costs exceeding the estimated charges and/or deposit is due before inspection or release of the records.
****If the deposit exceeds actual costs, the difference will be refunded at the time of inspection or release of the records.***
Please return this completed form to our Custodian of Records - Kathy Lawn at: klawn@gefpd.org or contact at: 970.328.7244 for further information.

OFFICE USE

CORA Request # **20_____-_____**

Request Completed _____ _____ _____
By Date Time

Request Denied: _____ _____ _____
By Date Time

Reason for Denial: _____

Requestor Notified By: _____ _____ _____
By Date Time

Estimated Response Date: _____ **Notified of extension on:** _____