



OFFICE OF THE TOWN CLERK

RECORD/DOCUMENT REQUEST FORM

Contact Person: _____

Business Name: _____

Address: _____

Phone # (during business hours): _____ Fax #: _____

Email: _____

DOCUMENTS BEING REQUESTED. Be as specific as possible including whether you require signed copies, certified copies, exhibits or other attachments (attach additional sheets if necessary): _____

(Do Not Write Below This Line – This section to be completed by the Town Clerk)

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

Number of Pages Requested: _____ Estimated Time to Search, Retrieve & Copy: _____ hours

Cost Paid in Advance: \$ _____ By: _____ Title: _____

Response Date: _____ Response Time: _____

Notification to Request Individual to pick up: Date: _____ Time: _____ a.m./ p.m.

Person who was notified: _____ How Notified: Phone Email

Denial of Request and basis for denial (If Applicable):

(Pursuant to the Colorado Open Records Act, the Town of La Veta has 72 hours in which to respond to this request.)

FEES

PAYMENT: The Town of La Veta accepts payments in the form of:

- Check payable to the "Town of La Veta", mailed to Town Clerk, PO Box 174, La Veta, CO 81055.
- Cash or check at Town Hall, 209 South Main Street

Payment of fees are due at time of request. If required, a cost estimate will be determined at time of request and a deposit will be made in that amount. This estimate may require adjustments based on actual time and any additional amount will be paid prior to receipt of documents.

The Town may charge for research/data gathering/data search time as required. Where data already exists in substantially the form requested and research or calculations do not have to be made, there will be no research or analysis charge. Charges will be made for copies, per C.R.S. 24-72-205 (5)(a) and C.R.S. 24-72-205 (6)(a).

| Document | | Fee |
|----------------------------------|--|-----------------------|
| Municipal Code Book | | \$ 125.00 |
| Board Minutes | | \$ 1.00 |
| Copies | original 8.5" x 11", 8.5" x 14" | \$ 0.25 per page |
| | original 11" x17" | \$ 0.50 per page |
| Document Certification | | \$ 2.00 per document |
| Notary Services | | \$ 5.00 per signature |
| Research Fees | 1 hour minimum - no pro rata | \$ 25.00 |
| Computer documents or recordings | | \$ 25.00 |
| Maps – black & white | original 8.5" x 11", 8.5" x 14", or 11" x17" | \$ 1.00 |
| Maps – color (if available) | original 8.5" x 11" or 8.5" x 14 | \$ 5.00 |
| | original 11" x17" | \$ 10.00 |

DEFINITIONS

All public record requests will be met within the following guidelines and C.R.S. 24-72-202. All public records open to inspection can be found in C.R.S. 24-72-203.

Definitions found in C.R.S. 24-72-202, as amended from time to time, shall apply unless the context clearly requires a different meaning in accordance with customary usage.

Records Custodian shall mean:

1. Town Clerk, as the official custodian of all records of the Town of La Veta or the Records Administrator, as designated representative of the Town Clerk.
2. Marshal, as custodian of all records maintained within the Marshal's Department as provided in C.R.S. 24-72-302

Public records including all writings made, maintained or kept by the Town for use in the exercise of functions required or authorized by law or administrative rule or involving the receipt or expenditure of public funds. It does not include criminal justice records that are subject to C.R.S. 24-72-301, et. Seq.

A non-routine request includes any written request referencing the "Colorado Open Record Act", or any request where the legality of compiling or releasing the document may be in question.

All non-routine requests for public records must be applied for in writing on the form provided by the Town of La Veta. If a non-routine request is received via the telephone, the requester will be notified to submit the request in writing on the prescribe form. Non-routine public records include, but are not limited to, records in storage and not available at the time the applicant asks to examine them.

A routine request includes any request received verbally or in writing that does not reference the “Colorado Open Records Act” and does not require the release of any otherwise accepted material. A routine request for public records would include, but not be limited to, ordinances, resolutions, agreements, current year’s official minutes, municipal code, treasurer’s report and other general public documents available during regularly scheduled office hours.

Due to the time constraints imposed by state law, non-routine requests for public records must be handled within three days unless extenuating circumstances exist.

The Town Clerk, together with the Marshal, if the request is made to the Marshal’s office, and with the advice of the Town’s attorney, will jointly determine in the non-routine request for information is within the guidelines of the Open Records Act.

If the request is determined not to be within the guidelines of the Open Records Act, the Town Clerk should issue a written statement to the requester explaining the legal basis for not making the requested records available.

All routine public records request shall be handled in a timely and responsive manner, but shall not be subject to the procedures for requests of non-routine records.

Limited and/or Denial of Access to Records

The Public Records Act governs the circumstances under which the Town must or may deny access to public records. The Public Records Act is not a blanket command to make available any and all town records for inspections and/or reproduction. If there is any uncertainty as to whether the requested public record may be disclosed, the matter shall be immediately deferred to the Town’s attorney for advice.

The following list includes some of the documents that shall be subject to restricted access by members of the general public, a complete list can be found under C.R.S. 24-72-204.

1. Litigation files
2. Legal opinions
3. Real estate appraisals made on behalf of the Town of La Veta
4. Medical records
5. Personnel files
6. Letters of reference
7. Confidential financial data
8. Sales/Use tax records
9. Copyright and/or sensitive construction documents
10. Records of police investigations
11. Sexual harassment complaints and investigations
12. Work product (work papers) of elected officials or assembled for elected officials

Assistance in interpreting the extent of disclosure for any of the above referenced items may be obtained through the Town Clerk who in turn may consult with the Town attorney.