



TOWN OFFICE USE ONLY		
Date Received: _____	By: _____	
Fee: \$ _____	Pmt Type: _____	
Approved _____	Denied _____	Date: _____
Expires: _____	By: _____	

PUBLIC RECORDS REQUEST

The following form shall be completed for any public records request in the Town of Palmer Lake. Allow three (3) working days for a search of the records. Per the State of Colorado Open Records Act (C.R.S. 24-72-203), if the request is substantially large, an extension of seven (7) working days is permitted. You will be notified prior to the three (3) days of any extension. Hourly research charges will be assessed at the maximum rate permitted by law. Once your request has been received, you will be notified of the required deposit and total fees.

APPLICANT INFORMATION

Name: _____ Phone: _____

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

RECORD INFORMATION

Record Title (if known): _____

Record Dates (or approximate dates, if known): _____

Record Description: _____

FEES

Category	Fee	Notes
Hard Copy/Printout	\$0.25/page	Black and white copies will be provided on 8 1/2" x 11" paper. The first 25 pages are provided at no cost. Other sizes and colors will be charged at actual cost and may be provided by a third party service.
Certified Copy	\$5.00/document	This fee will be charged in addition to the per page Hard Copy/Printout fee.
Portable Media (CD/DVD/USB Drive)	Actual Cost	Fee will be determined based on actual cost of media plus research/retrieval time. The Town does not have technology available to provide excerpts of audio or video files.
Research, Retrieval, Data Manipulation	\$30.00/hour	There will be no charge for the first hour. This fee includes staff time needed for monitoring view-only requests.

Note: Not all documents are stored electronically. The transmission method may be limited by size/type of electronic records. Data manipulation fees may apply. You will be contacted if additional fees are required.

DELIVERY PREFERENCES

What format would you like to receive your records?

Hardcopy/Printout Certified Copy Portable Media(CD/DVD/USB) View Only*

Note: If you would like to view the records without any physical copies produced, Town staff will accompany you during your viewing of records. You will be contacted to schedule.

Preferred method of delivery when records are available: U.S. First Class Mail Pick up at Town Hall

If U.S. First Class Mail, provide address for delivery:

Mailing Address: _____

City: _____ State: _____ Zip: _____

APPLICANT ACKNOWLEDGEMENT

By initialing next to each line, Applicant confirms the understanding of the following:

_____ I agree to pay the charges incurred in processing this request pursuant to the schedule of fees and charges currently in place, including, if necessary, any amounts exceeding estimates set forth above.

_____ This request will be considered received when this form is complete and deposit is paid. If no deposit is required, the request shall be considered received upon receipt by the records custodian.

Applicant Signature

Printed Name

Date

Forms may be electronically signed by typing your name in the Applicant Signature field. Forms may be submitted electronically by saving it to your computer and attaching it to an email to info@palmer-lake.org. The form may be manually signed by printing the form and signing by hand. Applicable fees may be paid online at www.townofpalmerlake.com/make-payment. Alternatively, forms and payments may be turned in at the Town office.

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ESTIMATED CHARGES				
Category	Fee	Quantity	Notes	
Hard Copy/Printout	\$0.25/page			\$
Certified Copy	\$5.00/document			\$
Portable Media	Actual Cost			\$
Research, Retrieval, & Data Manipulation Fees	\$30.00/hour			\$
Other:		\$		\$
PAYMENT REQUIRED				\$