

Town of Elizabeth

P.O. Box 159, 151 S. Banner St.
Elizabeth, Colorado 80107



Phone: (303) 646-4166
Fax: (303) 646-9434
<http://www.townofelizabeth.org>

OPEN RECORDS REQUEST

Date: _____

Please be specific on what information you are requesting so that your request can be filled in a timely matter and to insure that you get the correct information.

I request: _____

Attach additional sheets if necessary

Print Name

Signature

Address: _____

Phone Number: _____

CRS §24-72-203(3)(b) The date and hour set for the inspection of records not readily available at the time of the request shall be within a reasonable time after the request. As used in this subsection (3), a "reasonable time" shall be presumed to be **three working days or less**. Such period may be extended if extenuating circumstances exist. However, such period of extension shall not exceed seven working days. A finding that extenuating circumstances exist shall be made in writing by the custodian and shall be provided to the person making the request within the three-day period.

Town Clerk/or Representative Response: _____

Town Clerk/or Representative: _____

If you are denied access you may request a written statement of the grounds for the denial.

Applicable Public Records Fees

Copies of Meeting Minutes\$1.00 per page

Copies (legal or letter)\$.25 per page

Copies (color).....\$1.00 per page

Copies of meeting tapes\$ 5.00 per tape

Total Due: \$ _____

"To maintain a small town atmosphere, while encouraging community pride and responsible economic growth."