



ARCHULETA COUNTY OPEN RECORDS REQUEST FORM

Requestor Information

Requestor Name: _____ Request Submittal Date: _____

Mailing Address: _____ Submittal Time: _____: _____ a.m./p.m.

Phone Number: _____

Email Address: _____

Signature of Requestor: _____

Description of Information Requested

Request Addressed to: _____
(Must be addressed to the proper custodian for the records sought)

Item 1: _____
(Please describe in detail)

Item 2: _____
(Please describe in detail)

Item 3: _____
(Please describe in detail)

(Use additional page for additional items requested.)

Section below to be completed by County Official.

Request Received By: _____ Date: _____

Request Approved or Rejected Date: _____

Records Delivered To: _____ Date Delivered: _____

Delivery Method: _____

If request denied, reason for denial:

Request Status Confirmed By:

Delivery Signature: _____ Received Signature: _____

PURSUANT TO THE COLORADO OPEN RECORDS ACT, THE CUSTODIAN OF RECORDS HAS THREE WORKING DAYS TO RESPOND TO THIS REQUEST ABSENT EXTENUATING CIRCUMSTANCES. Records that are prohibited from disclosure under CORA or other statute(s) cannot be made available to the public. Archuleta County may also hold certain private and/or financial information about individuals that will not be released except upon the approval of that individual. A per-hour charge, as allowed by C.R.S. 24-72-205, may be assessed. All requests for copies of public records will be fulfilled in a timely manner provided that research, copying and other costs and fees, as estimated by the custodian and communicated to the person requesting the information are paid. Please see the County Fee Schedule for current fees.