

TOWN OF LYONS

**OPEN RECORDS REQUEST FORM AND FEE SCHEDULE
INSTRUCTIONS TO APPLICANT**

The Town of Lyons complies with public records inspection requests in compliance with the Colorado Public Records Act, Article 72 of Title 24. Public records are open for inspection by any person at reasonable times.

If public records requested are not in the custody or control of the Town, the Applicant shall be notified of this fact. Such notification will be in writing only if the Applicant requests written notification. Such notification shall state, to the best of the responding Town employee's knowledge and belief, the reason for the absence of the records, the location of the records and who has custody or control of the records.

If the records requested are in active use, in storage or otherwise not readily available at the time requested for inspection, the Town shall notify the Applicant. Such notification will be in writing only if the Applicant requests written notification. If the Applicant further requests, the Town shall set a date and hour at which the records will be available for inspection which shall be within a reasonable time after the request

No public record shall be made available for inspection if such inspection would be contrary to state statute, federal statute or regulation or Supreme Court rule or court order.

Not all records within the custody or control of the Town are available for inspection as public records either because the documents do not meet the statutory definition of public record or because the record is excepted from the disclosure requirements. If access to any public record is denied, the Town will provide a written statement of the grounds for denial only if requested by the applicant.

The Town will charge a fee of \$.25 per standard page for copies and \$10.00 per CD (or thumb drive) for making copies of minutes and/or public hearings.

When information gathering, printing, retrieval of a document or manipulation of data requires staff research, labor or travel time, the hourly charge begins after 60 minutes and will be assessed and pro-rated in quarter hour increments. A time log outlining staff time spent responding to the request shall be provided. All staff time shall be billed at \$30.00 per hour (plus all applicable copying charges and other applicable fees).

DOUBLE GATEWAY
TO THE ROCKIES

TELEPHONE

303.823.6622

FACSIMILE

303.823.8257

432 5TH AVENUE • P.O. BOX 49
LYONS • COLORADO 80540

TOWNOFLYONS.COM

TOWN OF LYONS

OPEN RECORDS REQUEST FORM

PLEASE PRINT

Name: _____ Date of Request: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Day: _____ Evening: _____

Form Desired: _____ Inspect only _____ Copies _____ Printouts _____ Photographs

Records Requested:

(Request should be sufficiently specific to allow Town to prepare or gather the records requested)

(Pursuant to § 24-72-203, C.R.S. three (3) working days may be allowed for a search of the records. This may be extended by seven (7) working days for extenuating circumstances to include records not readily available.)

INVOICE

Copies of available records at \$0.25 per page: \$ _____

AND/OR

Fee for manipulation of data to generate requested record: \$ _____

Staff Research Time: _____ hrs x \$ 30 per hr: \$ _____
(after 60 minutes)

Staff Computer Input Time: _____ hrs x \$ 30 per hr: \$ _____
(after 60 minutes)

Copy costs at \$0.25 per page: \$ _____

Other costs (cost of CD): \$ _____

TOTAL: \$ _____