

**TOWN OF CENTER
OPEN RECORDS REQUEST
FOR INSPECTION/COPYING OF RECORD**

To Record Custodian

I, _____ Request the documents listed below:
(Please Print Name)

DETAILED DESCRIPTION OF DOCUMENTS BEING REQUESTED

REQUESTOR INFORMATION

COMPANY NAME: (if applicable) _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____ EMAIL: _____

DATE REQUESTED: _____

PURPOSE OF REQUEST: Personal Other, please specify

DOCUMENTS NEED TO BE CERTIFIED? YES NO

SIGNATURE: _____

FOR DEPARTMENT USE ONLY

Responsible Department: _____ By: (Initials) _____

REQUESTED BY In Person Phone Fax Mail Email

AVAILABILITY Paper Copy Electronic Format

LOCATION On Site Available Off Site In Storage

FEES

TOTAL HOURS RESEARCH/STAFF TIME				
1 st Hour	No Charge	=		\$ -0-
Staff Copy Time _____ hours	@ hourly rate of \$20.00/hour	=	\$ _____	
Copying Fee: _____ pages	@ cost per page of \$.25/page	=	\$ _____	
Certification Fee: _____ pages	@ cost per page of \$ 5.00/Cert.	=	\$ _____	
Other Fee: _____ items	@ cost per item of \$ _____	=	\$ _____	
TOTAL FEE DUE			\$	_____

Your signature below affirms that you will pay all fees associated with this request and that, per Colorado State Statute 24-72-305.5, you will not use the records released to you for the direct solicitation of business for pecuniary gain.

Having received the foregoing cost estimate I choose to confirm my request for the records described and agree to pay the charges at the time the records are made available.

Yes No - Cancel request

Signature

Date

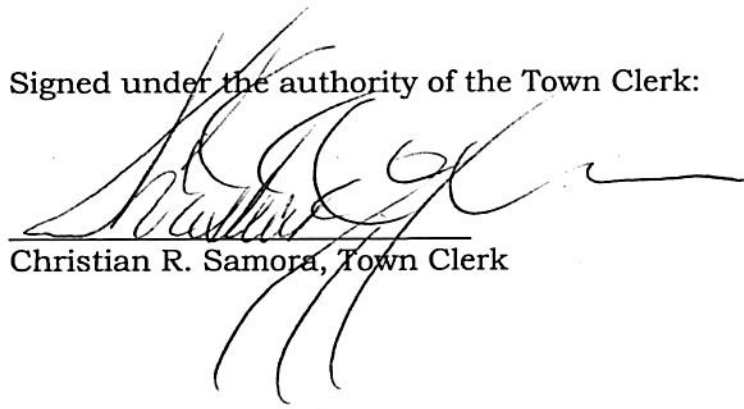
**TOWN OF CENTER PUBLIC RECORDS
STANDARD FEES AND CHARGES**

Photocopies or printouts	.25 cents per standard page or actual cost for documents larger than standard size and maps (the first ten <u>standard</u> pages per requester per calendar year are free)
FAX documents	\$1.00 (fax in) \$1.50 (fax out) per page plus applicable actual long distance charges
Document certification	\$5.00 per document (in addition to the per page copy charge)
Duplication of audio tapes or CD (this includes transfer of audio files to CD)	\$20.00 per item
Publications produced by the Town of Center	Price varies, will be established based on production cost
<u>Verbatim transcripts of proceedings</u> (when not prepared as a matter of routine business)	
Transcriptions of proceedings that are 15 minutes or less	\$30.00 per document
Transcriptions of proceedings that are longer than 15 minutes	\$2.00 per minute
Transcriptions prepared by third party transcribers	Actual cost incurred.
<u>Research, Retrieval and Data Manipulation Fees</u>	
When done by non-management support staff	\$20.00 per hour
When done by management staff	\$45.00 per hour
When done by legal staff	\$150.00 per hour

Denial of inspection: Access to records may be denied in accordance with the provisions of federal or state law. Reasons for denial of access to records will be noted in writing on the public records request form and provided to the requestor.

Retention schedules: All public records, regardless of storage format, will be administered in accordance with approved retention schedules. The Town of Center has adopted the Model Records Retention Schedule as approved and updated by Colorado State Archives. This schedule is available at <http://www.colorado.gov/dpa/doit/archives/rm/municipalrmm/>

Signed under the authority of the Town Clerk:

A handwritten signature in black ink, appearing to read 'Christian R. Samora', is written over a horizontal line. The signature is stylized and cursive.

Christian R. Samora, Town Clerk