HEADWATERS METROPOLITAN DISTRICT
P. O. Box 1110, Granby, Colorado, 80446
970-887-5210, FAX 970/887-0492

Public Records Request Form

Requester Name:	**Date:**
Mailing Address:	
Signature:	**Phone:**
Detailed Description of Request (Please use additional sheets if necessary):	

Fee Schedule:

Copy (black & white) A page is defined as one side	8 ½ x 11 #_____ @ $.25 each 8 ½ x 14 #_____ @ $.35 each 11 x 17 #_____ @ $.45 each	$_____ $_____ $_____
Copy (color) A page is defined as one side	8 ½ x 11 #_____ @ $.50 each 8 ½ x 14 #_____ @ $.65 each 11 x 17 #_____ @ $.90 each	$_____ $_____ $_____
Research & Retrieval (First ¼ hour is free)	# _____ hrs @ $25.00 per hour (billed in ¼ hour increments)	$_____
Information Transfer to Computer media if available	$50.00 for first disk then $10.00 each # of disks_____	$_____
Certified Letter Fee	$2.80 per copy	$_____
Budget book or other large publication	Varies - Charge is based on District's cost to produce the publication	$_____
Postage & Packaging for mailing	Varies - Actual cost will be assessed	$_____
PDF copies sent by email	$N/C per file if prescanned $.15 per file if scanning required	$_____

Please Note:

a. Prior to making copies or providing access to other information requested, the District must receive: (1) a copy of this form completed by the requester or its authorized agent; and (2) Payment of all charges incurred as part of the request.

b. Inspection of the District's records and documents is permitted. Such inspection must take place during regular business hours at the office of the Official Custodian for the District. All hourly Research and Compilation Fees and other costs incurred as a result of said inspection shall be charged to the requester.

c. Public records requests shall not preempt or take priority over previously scheduled official District related business activities. As required by § 24-72-101, *et seq.*, C.R.S., requests shall be handled with Seventy-Two (72) hours unless extenuating circumstances exist. The District reserves the right to seek a declaratory judgment, pursuant to § 13-51-101, *et seq.*, C.R.S. to determine if a large or otherwise difficult public records request may be exempted from the statutorily required response time.

For Internal Office Use:

Date request completed:	Amount prepaid: $_____
Approved: _____ Denied: _____	Balance due before release: $_____
If denied, provide reason(s):	Total Amount paid: $_____

I hereby acknowledge that I have seen or received the information or documents I requested in the form requested and within the required statutory time limits.

Requester's Signature: _____ **Date:** _____