



**REQUEST FOR RECORDS PURSUANT TO THE COLORADO OPEN RECORDS ACT**

Date of Request: \_\_\_\_\_

Time of Request: \_\_\_\_\_

Name: \_\_\_\_\_

Phone No. (daytime): \_\_\_\_\_

Address: \_\_\_\_\_

Specific Description of the Record Desired: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

**Please return completed form to:**

**Moffat County Attorney's Office, 221 West Victory Way, Suite 120, Craig, CO 81625  
OR fax it to: 970-826-3408.**

\*\*Pursuant to Resolutions #2004-46, #2007-70, and #2018-106

**Public:** Twenty-five cents per standard page or a fee not to exceed the actual cost of providing a copy, printout or photography of a public record in a format other than a standard page, or the fee established by department, office or board, whichever is less.

**Moffat County Employees:** The first twenty-five (25) pages of a current employee's personnel file per employee per calendar year are free. Additional copies of an employee's personnel file shall be charged at the current rate established by the Human Resources Department, not to exceed the rate charged to the public. Additional copies of all other requests shall be charged at the rate charged to the public.

**STAFF TIME:** When County Employees must expend time to research, redact, retrieve, review, supervise, copy, process, or otherwise take time away from their normally assigned duties in response to this Open Records Request, such employee's time shall be payable by the requesting party and billed at \$30.00 per hour, unless the elected official or department head has set a lower hourly rate. No staff time shall be billed for the expenditure of time of one (1) hour or less.

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**DO NOT write below this line – this section is to be completed by Moffat County.**

Date & Time Received: \_\_\_\_\_

Date & Time Due: \_\_\_\_\_

Response Date: \_\_\_\_\_

Response Time: \_\_\_\_\_

Method of Delivery: \_\_\_\_\_

Number of Pages: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_

By: \_\_\_\_\_

Denial of Request and Basis of Denial: \_\_\_\_\_

\_\_\_\_\_

Pursuant to the Colorado Open Records Act, Moffat County normally has three (3) working days to respond to this request. Upon a written finding made within three (3) working days that extenuating circumstances exist, Moffat County may extend the response time to seven (7) working days.