



Town of Palisade

OPEN RECORDS REQUEST FORM AND FEE SCHEDULE

INSTRUCTIONS TO APPLICANT

The Town of Palisade complies with public records inspection requests in compliance with the Colorado Open Records Act, Article 72 of Title 24. The Act provides that “all public records are open for inspection by any person at reasonable times,” unless otherwise provided by the Open Records Act itself or other law.

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 copy fee of \$.25 per 8 ½ x 11” page and \$1.25 per 11 x 17” or any other size pages plus manipulation costs. If the applicant would like to hear audio from Board meetings and/or public hearings, the applicant must provide a flash drive to the Town of Palisade. The audio file will be loaded onto the flash drive and then returned to the applicant.

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).

Town of Palisade
OPEN RECORDS REQUEST FORM

Please complete this form and submit to the appropriate Town department or the Town Clerk's Office at 175 East Third Street / P.O. Box 128, Palisade, CO 81526 or by fax at (970) 464-5609 or by e-mail at kfrasier@townofpalisade.org.

Name: _____ Date of Request: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone (Day): _____ (Evening): _____
Email: _____

Request is for: Inspection only Printed (hard) copies Electronic

Record(s) 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 available.)

Signature _____

FOR TOWN OF PALISADE USE ONLY BELOW THIS LINE

Records request received by: _____ Received (date/time) _____

FEES

Printed or electronic copies of available records at \$0.25 per 8.5 x 11" B&W only page: \$ _____

Printed or electronic copies of available records at \$0.75 per 8.5 x 14" B&W only page: \$ _____

Printed or electronic copies of available records at \$1.25 per 11 x 17" B&W only page: \$ _____

AND/OR

Fees for manipulation of data to generate requested record:

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

Staff Data Manipulation Time: _____ hrs x \$30 per hr: \$ _____

\$ _____

TOTAL: \$ _____