

Town of Firestone, Colorado

Request for Information
Pursuant to the Colorado Open Records Act

DATE OF REQUEST: _____ TIME: _____

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER (during business hours): _____

DESCRIPTION OF THE INFORMATION DESIRED:

(Do not write below this line – This section to be completed by Town Clerk)

RESPONSE DATE: _____ RESPONSE TIME: _____

(The receipt of this request by the Town is determined by the date/time stamp on the section.)

METHOD OF DELIVERY: _____

NUMBER OF PAGES: _____ AMOUNT PAID: _____

BY: _____ TITLE: _____

DENIAL OF REQUEST AND BASIS FOR DENIAL (if applicable):

SIGNATURE OF PERSON(S) REQUESTING INFORMATION:

(Pursuant to the Colorado Open Records Act, the Town of Firestone has 72 hours in which to respond to this request.)

PUBLIC (OPEN) RECORDS

Pursuant to Article 72, Section 203 (1) (a). C.R.S., “All public records shall be open for inspection by any person at reasonable times, except as provided in this part 2 or as otherwise provided by law, but the official custodian of any public records may make such rules with reference to the inspection of such records as are reasonably necessary for the protection of such records and the prevention of unnecessary interference with the regular discharge of the duties of the custodian or the custodian’s office.”

Section 203 (2) (a). C.R.S., “If the public records requested are not in the custody or control of the person to whom the application is made, such person shall forthwith notify the applicant of this fact, in writing if requested by the applicant. In such notification, the person shall state in detail to the best of the person’s knowledge and belief the reason for the absence of the records from the person’s custody or control, the location of the records, and what person then has custody or control of the records.”

Section 203 (3) (a). C.R.S., “ if the public records requested are in the custody and control of the person to whom application is made but are in active use, in storage, or otherwise not readily available at the time an applicant asks to examine them, the custodian shall forthwith notify the applicant of this fact, in writing if requested by the applicant. If requested by the applicant, the custodian shall set a date and hour at which time the records will be available for inspection.

(b)., C.R.S., “The date and hour set for the inspection of records not readily available at the time of the request shall be within a reasonable time after the request. As used in this subsection (3), a “reasonable time” shall be presumed to be three working days or less...”

<p>Office Use Only: Date and Time information requested will be available for inspection at the Firestone Town Hall, 151 Grant Ave., Firestone, CO 80520</p> <p>Date: ___/___/___ Time: _____AM/PM (circle one)</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>
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