

**CLEAR CREEK COUNTY, COLORADO
PUBLIC RECORDS INSPECTION REQUEST**

Please provide all requested information completely. An incomplete request will be rejected.

Printed Name (first, middle, last)		
Organization represented (if any)		
Mail & Delivery Address		
Telephone and e-mail	Tel	E-Mail
Records or information requested – Please be as specific as possible (attach separate sheet if necessary)		
I request (Choose One): <input type="checkbox"/> To inspect before requesting copies. <input type="checkbox"/> Copies in lieu of inspection		
Signature		

FOR COUNTY USE ONLY

Date Submitted	Name of Custodian or Staff Member to whom submitted	
Date Received by Custodian	Name of Custodian	
Estimated Fees	Research	Copies
Disposition		
Disposition Date	Name of Custodian Making Disposition	

INSTRUCTIONS & INFORMATION FOR A PUBLIC RECORDS INSPECTION REQUEST

Description of Records:

If the record name is unknown, provide a brief, but specific, description of the document or information you are requesting (including the date of issuance and location of document or information, if known). A request which is vague, broad or which seeks voluminous records, may cause a delay in the time in which the County can produce the records or prevent it from producing anything.

Submitting a Request:

Public Records Inspection Requests may be submitted in person, or via mail, e-mail or facsimile. A request is deemed received only when the custodian of the records requested views the request.

Time for County's Response to Your Request:

The custodian of records has a reasonable period of time, not to exceed three working days, to make the records available for inspection. The custodian will notify the applicant when additional time is required to make the records available for inspection.

Inspection:

Normally original records will not be provided. If original records are provided, a requester shall not remove or add anything to the records provided for inspection, and shall not write on or otherwise deface the records. A requester shall not bring and shall not use any copy, scanning or reproduction device to copy records.

Request for Copies:

You may request copies of some or all of the records you inspect. You may ask to have copies sent to you after or instead of inspecting the records; there will be a minimum fee of ¼ hour time and the delivery cost.

Fees:

See the current Fee Schedule available in most County offices and at www.co.clear-creek.co.us .

The fee for Research (determining what records might be responsive, locating them, reviewing them to determine whether they are subject to the Open Records Act, preparing them for your inspection) is \$27.50 per hour. The first hour is free. You will be given an estimate of research charges and the research will be done only when the research fee is paid.

The fee for copies varies. For 8-1/2 x 11 inch black and white paper copies, the charge usually is \$0.25 per page. Time charges for copying are included in paper copy fees. The fee for digital copies is the costs of staff time preparing them and digital media. You will be given an estimate of the copy fees and the copies will be prepared only when the copy fees are paid.

County Public Records Act Policy:

This policy (including all fees) may be found on the County's website at www.co.clear-creek.co.us .