

**TOWN OF MT CRESTED BUTTE  
PO BOX 5800 MT CRESTED BUTTE, CO. 81225 (970) 349-6632**

**PUBLIC RECORD REQUEST**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ FAX #: \_\_\_\_\_

**INSTRUCTIONS**

**Please indicate the information desired and/or list each requested document. Please be as specific as possible.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please select the format in which you would like to receive materials:**

- View only- no copies requested
- Hard copies/printouts
- Tape, CD Rom, DVD
- Email — Please note that not all records are available electronically
- FAX

**Please select the method you prefer for notification when records are available:**

- U.S. First Class Mail
- I will pick up the records — Contact me by mail phone email (if records are available electronically)
- FAX

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 requests for substantial records, the records being in active use, in storage or otherwise not readily available.

Pursuant to §24-72-305.5 C.R.S. records of official actions and criminal justice records and the names, addresses, telephone numbers, and other information in such records shall not be used by any person for the purpose of soliciting business for pecuniary gain. The official custodian shall deny any person access to records of official actions and criminal justice records unless such person signs a statement which affirms that such records shall not be used for the direct solicitation of business for pecuniary gain.

By signing this form, I acknowledge that I have read and understood the above Colorado revised state statutes. I am not requesting official actions or criminal justice records for the purpose of solicitation of business or for pecuniary gain.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

REQUEST MAY BE FAXED TO: 970-349-6326, Attention Records Requests

Staff Use Only: Date Received: _____ Time Received: _____ Date Completed: _____ Time Completed: _____ Completed By: _____
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**FEE SCHEDULE FOR  
MT CRESTED BUTTE RECORDS REQUESTS  
Resolution No. 12, Series 2014  
Adopted 10/21/2014**

<b>TYPE OF SERVICE</b>	<b>CHARGE</b>
Copying, unless actual costs exceed that amount, for records located on the premises of the Mt Crested Butte Town Hall	Twenty five (\$.25) per page
Copying, unless actual costs exceed that amount, for records located on a premise other than that of the Mt Crested Butte Town Hall	One dollar and Twenty-five cents (\$1.25) per page
Providing copies of records on media types other than paper; i.e., disk, cd rom, dvd, tape, etc.	Ten dollars (\$10.00) per copy
Manipulation of data so as to generate a record in a form not used by the Town of Mt Crested Butte or for a request for substantial records resulting in over one hour of labor required to fulfill the request	First hour – Free - Thirty dollars (\$30.00) per hour – if over one hour needed to compile data
Shipping/Mailing of records	Actual shipping costs will be charged to the requesting party when expedited, registered or certified shipping is requested