

# Wiggins Rural Fire Protection District Open Records Request Form

The following request is made under the Colorado Open Records Act:

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

Time: \_\_\_\_\_ a.m./p.m.

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Name of document(s) requested: \_\_\_\_\_

If the document name is unknown, provide brief, but specific description of document or information requested (note of issuance and location of document, if known): \_\_\_\_\_

If the records are readily available pursuant to C.R.S. § 24-72-200.1, *et seq.*, the records shall be produced within 3 working days (date of request is not included in calculating the response date). If extenuating circumstances exist so that the custodian cannot reasonably gather the records within the 3-day period, the custodian may extend the period by up to 7 additional working days. The requestor shall be notified of the extension within the 3-day period. Records shall be viewed at 701 Central Avenue, Wiggins, Colorado, on regular business days by appointment. Fees and costs of the request must be paid in accordance with the District's CORA Policy. The custodian may require a deposit of the estimated fees and costs before work on the request will commenced. Any delay in making the deposit will delay the response time. Any unpaid charges must be paid prior to disclosure of the documents.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## For Official Use Only

Research time fee: 1<sup>st</sup> hour free, every hour after \$30 per hour (C.R.S. § 24-72-205(6)(a))

Time spent by staff in assembling the records request. \_\_\_\_\_

Cost of research and assembly of request. \$ \_\_\_\_\_

Research Records requests received by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date