

# TOWN OF PITKIN

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## PUBLIC RECORDS REQUEST

*Please list specifically what documents you want reproduced and in what form. Allow three (3) working days for a search of the records. Per the State of Colorado Open Records Act (C.R.S. 24- 72-203), if the request is substantially large or broadly stated, up to seven (7) working days is permitted to fulfill the request.*

<b>Requestor name:</b>	<b>Date:</b>
<b>Mailing address:</b>	
<b>E-mail address:</b>	<b>Phone:</b>
<b>Detailed description of records requested:</b>	

### ***FEE SCHEDULE***

Copies/Scanned pages	\$.25 per standard page, unless actual costs exceed that amount
Staff time	\$25.00 per hour or fraction of an hour with no cost for the first full hour
Actual costs and expenses	Charged to requestor. May include but are not limited to: engineering copies, color photographs, certified copies, copies greater than 8.5 x 11 in size. Actual costs include travel time to Gunnison.
USB flash drive	\$20.00 per USB flash drive created
Postage and handling	Paid by requestor

***An estimate of copy costs, staff time, actual costs and expenses will be provided to the requestor if required. All checks or money orders shall be made payable to The Town of Pitkin prior to any records being released. For requests with estimated cost of \$50 or greater, a deposit of 50% of the estimate made payable to the Town of Pitkin shall be received by the Town of Pitkin prior to the initiation of the fulfillment of the request.***