

REQUEST FOR INFORMATION

Town of Buena Vista
210 East Main Street
Buena Vista, CO 81211

(Please print)

Telephone number: _____

Name of person(s) requesting information: _____
(You may list more than one name, if the request is for the same information)

Mailing Address: _____

City, State, Zip Code: _____

List type of information requested (Please be specific): _____

Date of request: ____ / ____ / ____

Signature of person(s) requesting information:

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 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...."

OFFICE USE ONLY:

Date and time information requested will be available for inspection at the Buena Vista Town Hall, 210 East Main Street, Buena Vista, CO 81211

Date: ____ / ____ / ____

Time: _____ AM/PM(*Circle one*)

Notes:

