

**REQUEST FOR INFORMATION**  
Town of Buena Vista  
210 East Main Street • P.O. Box 2002  
Buena Vista, CO 81211  
719-395-8643



**(PLEASE PRINT)**

Date of Request: \_\_\_\_\_

Name of person requesting information: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

List type of information requested (Please be specific, use back of form if necessary): \_\_\_\_\_

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

**Please allow three working days to process your request. Such period may be extended if extenuating circumstances exist. (Per Colorado Statute)**

**All Requests for Information are subject to the following fees:**

**Research Fee: \$33.58 per hour after the first hour**

**Document Fee, Video Fee, and Audio Fee: See Current Fee Schedule ([www.buenavistaco.gov](http://www.buenavistaco.gov))**

Signature of person requesting information: \_\_\_\_\_

***PUBLIC RECORDS C.R.S. (Colorado Revised Statutes) excerpts...***

**24-72-203. Public records open to inspection.**

**(1) (a)** "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."

**(2) (a)** "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."

**(3) (a)** "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)** "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 Request Received: \_\_\_\_\_ Time Request Received: \_\_\_\_\_

Employee who received request: \_\_\_\_\_

Date and Time information requested was made available for inspection / mailed / emailed / otherwise conveyed to requester:

\_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Amount Due: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Notes: \_\_\_\_\_

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