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(s) requesting information: ________________________________________________
(You may list more than one name only if the request is for the same information)
Mailing Address: _______________________________________________________________________
City, State, Zip: _______________________________________________________________________
Contact Number(s): _____________________________________________________________________
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: $30.00 per hour after the first hour
Document Fee, Video Fee, and Audio Fee: See Current Fee Schedule (www.buenavistaco.gov)

REQUIRED Signature of person(s) requesting information:
____________________________________________________________________________________

PUBLIC RECORDS C.R.S. (Colorado Revised Statute) 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 Requested Received: _________________
Employee who received: _____________________________________________________________

Date and Time information requested was made available for inspection at the Buena Vista Town Hall, 210 East Main Street, Buena Vista, CO 81211

Date ____________________ Time ____________________
Amount Due: ______________ Amount Paid: ______________ Date Paid: ____________________

Notes: ________________________________________________________________

Updated 9.8.16