Request for Public Records in the Custody of Northern Chaffee County Library District

Date of Request: ______________________________

First and Last Name: __________________________________________

Organization or Client (if applicable): ____________________________________________

Mailing Address: ____________________________________________________________

Phone Number: _____________________________________________________________

Email Address: ______________________________________________________________

List and/or describe records requested; please include date(s) and any other identifying information:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Choose a delivery method:   ____ In-person Inspection   ____ Email as attachments (if applicable)
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

____ Paper copies

Signature of Requestor: _____________________________________________________

Date: __________________________

Office Use: (Submit immediately to the Director)

Date Received: _______________Staff Name: _____________________________

Date/time of response or denial provided: _______________________________________

Extenuating Circumstances (if applicable): _______________________________________

Denial Reason (if applicable): ________________________________________________

Fees: ______________________Date Fees Paid: ________________Staff Initials: ________

The Colorado Open Records Act, C.R.S. 24-72-201, et seq., identifies certain records that may, or must, remain confidential and closed to public inspection. Your request to view records may be denied pursuant to the provisions of C.R.S. 24-72-204.