



**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: \_\_\_\_\_

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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.