



Request for Records

Pursuant to the Colorado Open Records Act

Date of Request: _____ Time: _____

Name: _____

Mailing address: _____

Telephone Number (daytime): _____

Specific description of the record desired:

(Signature)

Please note the Upper Yampa Water Conservancy District (UYWCD) has an Administrative Regulation relative to Open Record Requests. The first 10 pages and first one hour of staff time are free, per requester, annually. Any requests beyond these amounts will be charged per the schedule detailed further below.

(Do not write below this line – this section to be completed by UYWCD)

Response Date: _____

Response Time: _____

Method of Delivery: _____

Number of Pages: _____

Amount Paid: _____

By: _____

Denial of request and basis for denial:

Pursuant to the Colorado Open Records Act, UYWCD has 72 hours in which to respond to this request. If the request is large, an extension of seven (7) working days is permitted.

UYWCD Copying and Retrieval Fee Schedule

Item	Fee
Photocopies or Printouts per C.R.S. §24-72-205(5)	<ul style="list-style-type: none"> • \$.25 per 8 ½"x11" standard size or actual cost for documents larger than standard size • Oversized Maps – actual cost • Photographs – actual cost
Research and Retrieval/Compilation of Requested Documents	<ul style="list-style-type: none"> • \$33.58 per hour in 15-minute increments
Data Manipulation per C.R.S. §24-72-205(3)	<ul style="list-style-type: none"> • Actual cost
Emailed Record Production	<ul style="list-style-type: none"> • No charge beyond cost for researching, retrieving and performing data manipulation in 15-minute increments
Electronic Record Production	<ul style="list-style-type: none"> • Reasonable part of the costs to build and maintain the information system plus charge for researching, retrieving and performing data manipulation
Off-site Record Retrieval	<ul style="list-style-type: none"> • Actual cost to retrieve the records from off-site storage facility
Audiotape, Videotape or Other Magnetic Tape	<ul style="list-style-type: none"> • Actual cost to reproduce
On-site Document Inspection	<ul style="list-style-type: none"> • \$33.58 per hour for staff time
Postage	<ul style="list-style-type: none"> • Actual cost

Effective July 23, 2019-Revised 09/20/2023