

TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT
 15455 Gleneagle Dr. #230
 Colorado Springs, CO 80921
 Bus: (719) 484-0911 Fax (719) 481-3456

Christopher Truty, Fire Chief



OPEN RECORDS REQUEST

Date: _____

Copies Requested _____

Yes []

No []

Electronic Delivery Requested (if available electronically) _____

Yes []

No []

If not electronic delivery, requestor must pick documents up when ready at the District Administration Building, 166 2nd Street, Monument, CO 80132]

Name: _____	
Address: _____	City: _____
State: _____	Zip Code: _____
Daytime Phone: _____	
E-mail Address: _____	FAX Number: _____

Be as specific as possible and indicate the information desired or list each requested document:

Pursuant to §24-72-203 C.R.S. three (3) working days may be allowed for a search of the records. This may be extended by seven (7) working days for extenuating circumstances, to include records which are in active use, in storage or otherwise not readily available.

REQUEST MAY BE FAXED TO: 719-481-3456, Attention Fire Chief

[Please note – all faxed or e-mailed requests must be followed up with a phone call to the Office Manager or Fire Chief to be sure the request was received: 719-484-0911]

Charges: (See attached fee schedule, payment must be received prior to release of report)

	=	
	=	
	=	
Total	=	\$ _____

Staff Use Only	
Date Received: _____	Time Received: _____
Date Completed: _____	Time Completed: _____
Completed By: _____	
Summary of Response: _____	

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SCHEDULE OF COPYING CHARGES AND MISCELLANEOUS FEES
(§24-72-205 C.R.S.)

<u>Copies and Faxes of Documents:</u>	Per 8½" X 11" page; 8½" X 15" page; or Per 11" X 17" page Documents requiring outside printing will be assessed the actual cost to the District	\$.25 for each additional page
<u>Other Requests and Documents</u>		Actual cost to the City to obtain or reproduce
<u>Staff Time:</u>	When information gathering, printing or retrieval of a document requires staff research, labor or travel time, the hourly charge begins after 30 minutes and will be assessed and prorated in quarter hour increments.	\$25.00 After the 1st hour