



PUBLIC RECORDS REQUEST FORM

This Public Request Form is required is required and is used to document the formal request for an inspection of public records in the custody of Rio Blanco Water Conservancy District. Upon completion by the requesting party, the Public Records Request Form will be retained.

REQUESTOR'S INFORMATION

Date of Request:

Name:

Address:

Telephone: Fax:

Email Address:

Detailed Description of Document(s) Being Requested (attach other pages of necessary):

Response time pursuant to the Colorado Open Records Law: 24-72-203 –

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. Such period may be extended if extenuating circumstances exist. However, such period of extension shall not exceed seven working days. A finding that extenuating circumstances exist shall be made in writing by the custodian and shall be provided to the person making the request within the three-day period.

Access to and Denial of Records pursuant to the Colorado Open Records Law: 24-72-305.5 –

Records of official actions and the names, addresses, telephone numbers, and other information in such records shall not be used by any person for the purpose of soliciting business for pecuniary gain. The official custodian shall deny any person access to records of official actions unless such person signs a statement which affirms that such records shall not be used for the direct solicitation of business for pecuniary gain.

By signing this form, I acknowledge that I have read and understand the above Colorado Revised State Statutes. I am not requesting official action records for the purpose of solicitation of business for pecuniary gain.

Requester Signature:

Date:

Internal Use Only

ACCEPTANCE	DENIAL	PAYMENT
Date Received:	Date:	Amount Due:
Date Completed:	Reason:	Amount Paid:

Mail, email, or deliver completed form to the contact information below.

Office Phone: (970) 675-5055

Email to: rioblancowatercd@gmail.com

2252 East Main Street, Rangely, CO 81648