

TOWN OF GRANBY
PO Box 440 Zero Jasper Avenue
Granby, Colorado, 80446
970-887-2501 FAX 970-887-9347

Request for Public Records

Our goal is to assure prompt and equitable service to customers requesting access to public records. It is our policy to make public records available for public inspection at reasonable times unless such records are protected from disclosure by law. There are fees associated with requests for copies or requests that require significant resources. Charges apply if copies are e-mailed or faxed. The Town Staff has 72 hours from the time the records request is received to fulfill the request. In compliance with the requirements of the Colorado Open Records Request Act, Sections 24-72-101 et seq., Colorado Revised Statutes, the Town of Granby will make a good faith effort to locate and provide access to those records identified in your request. The more specific your request, the more likely the Town will be able to provide the records you desire. The Town disclaims any obligation to provide a document that is not specifically identified in your request. The Town makes no representation that the documents provided in response to your request are all documents that relate in some manner to the topic of your request. The Town is not obligated to create documents. Only documents that currently exist will be sent.

Requester Name:	Date:
Mailing Address:	
Signature:	Phone/email:
Detailed description of records requested, be specific. If you need more room, please use back of this request form.	

Fee Schedule:

Copy per page defined by one side if double sided it would be 2 pages	8 ½ x 11/14 #__ @ \$.25 per page	\$ _____
Plat Copies (if available) A page is defined as one side.	8 ½ x 11 #_____ @ \$.25 per page	\$ _____
	8 ½ x 14 #_____ @ TBD per page	\$ _____
	11 x 17 #_____ @ TBD per page	\$ _____
Research & Retrieval	#First Hour for Free - \$0.00 # _____ hrs @ \$41.37 per hour Increase – 7/1/2024 24-72-205(6)CRS	\$ _____
Information Transfer to Computer media if available	Cost of Flash Drive or can be provided by requestor.	\$ _____
Board of Trustees meeting or Planning Commission meeting	.wma digital copy emailed	
Budget book or other large publication	Varies - Charge is based on Town's cost to produce the publication	
Postage & Packaging for mailing	Varies - Actual cost will be assessed	

For Internal Office Use:

Date request completed:	Amount prepaid: \$ _____
Approved: _____ Denied: _____	Balance due before release: \$ _____
If denied, provide reason(s):	Total Amount paid: \$ _____
	"The Town is under no obligation to begin searching or acquiring the requested materials or to provide any materials to the requesting party until the estimated costs and fees of responding to the request are paid in full."