Fraser Valley Metropolitan Recreation District
<u>Public (Open) Records Request Form</u>

The following request is made under the Colorado Open Records Act:

Date:

Requestor Information

Name:

Organization represented (if any):

Address:

Phone No.:

Description/Name of Document(s) Requested:

If the document name is unknown, provide brief, but specific description of document or information requested (note date of issuance and location of document, if known).   A request, which is broad, vague or too voluminous, may cause a delay in the time the District can produce the records.   Please attach an additional page if needed to list these items in detail.

The Fraser Valley Metropolitan Recreation District will produce for inspection any requested public record in accordance with the Colorado Public Records Act C.R.S. 24-72-201 et seq. Public records shall be open for inspection by any person at reasonable times, except as provided by the Colorado Public Records Act or by other laws.

If the records are available pursuant to C.R.S. 24-72-201 et seq., the records shall be made available for viewing within three working days.   If extenuating circumstances exist so that the Custodians (Business Manager, Ann McConnell and Director of Parks, Recreation & Golf, Scott Ledin) cannot gather the records within the three-day period, the period shall be extended an additional seven working days. The requestor shall be notified of the extension within the first three days of receiving the request.

The fee shall be $.25 per page, unless actual costs exceed that amount, in which case, actual costs may be charged.
FILING INSTRUCTIONS: You may fill out the electronic form and e-mail it to Ann and/or Scott the custodians of the document(s). Otherwise, you may print the form, fill it out, and mail to Box 3348, Winter Park, CO 80482, or in person to the offices of the custodians of the records at the Grand Park Community Recreation Center, 1 Main St. Fraser, CO 80442.

Ann@fraservalleyrec.org
Scott@fraservalleyrec.org

For Official Use Only

Time spent by staff in assembling the records request:

Estimated cost of assembly $

Records request received by:

Request Date & Time: