PARACHUTE/BATTLEMENT MESA PARK AND RECREATION DISTRICT

OPEN RECORDS REQUEST FORM

Please complete this form and return it to Parachute/Battlement Mesa Park and Recreation District at 398 Arroyo Drive, Parachute, CO 81635, or by email to dchoate@pbmprd.org.

Pursuant to C.R.S. § 24-72-203, records that are not readily available ordinarily will be made available for inspection within three (3) working days or less. If statutory extenuating circumstances exist, the custodian may extend that period by no more than seven (7) additional working days by providing a written finding to the Requestor within the initial three-working-day period. Extenuating circumstances do not apply to a request for a single, specifically identified document.

Name: _____

Date of Request: _____

Address: _____

Phone Number _____

Email): _____

Request is for:

☐ Electronic copy in the format in which the record is maintained

☐ Searchable electronic format, if the record is maintained in searchable form

☐ Sortable electronic format, if the record is maintained in a sortable form

☐ Inspection only

☐ Printed copies

If a requested digital format cannot lawfully or practically be provided, the District will provide an alternate format or issue a written declaration or denial required by C.R.S. § 24-72-203(3.5)(c).

Method of inspection or transmittal of records:

☐ Email: _____

☐ In-person pick up

☐ Inspection with District Staff present

☐ Postal mail: _____

Accessible format or reasonable modification requested, if any:

_____

_____

Record(s) requested:

The request should be sufficiently specific to allow the District to prepare or gather the records requested. A broad or ambiguous request may increase the lawful research-and-retrieval charges. Before beginning work expected to exceed the first free hour, the District will provide an estimate and may request a reasonable deposit. The Requestor is responsible only for fees authorized by CORA and the District's published fee policy.

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Timeline or date range of record(s) requested:

For example, requesting records/documents created between MM/DD/YYYY and MM/DD/YYYY.

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All Requestors are encouraged to review the District's Open Records Policy located on the District's website at www.pbmprd.org when submitting an Open Records Request. Questions on the disclosure of records shall be directed to dchoate@pbmprd.org.

For District Use:

Date and time received: _____

Received by: _____

Date forwarded to custodian, if applicable: _____