



TOWN OF FOXFIELD
OFFICE OF THE TOWN CLERK
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Public Information Request

Please list specifically what documents you want reproduced and in what form. Allow three (3) working days for a search of the records. Per the State of Colorado Open Records Act (C.R.S. 24-72-203), if the request is substantially large, an extension of seven (7) working days is permitted. You will be notified prior to the three (3) days of any extension and all estimated costs.

Requester Name:	Date:
Mailing Address:	
E-Mail Address:	Phone:

Detailed description of records requested:

Fee Schedule:		
Copies	First 10 pages free, then \$.25 each	A page is defined as one side of one page up to a paper size of 8.5" X 14"
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Research & Retrieval	After first hour, \$30.00 per hour or portion thereof in 15-minute increments	
Information Transfer to Computer media	\$10.00 each/includes media	If records exist in electronic format, no charge to email
Council meeting audio recording	\$10.00 each/ includes media If customer provides USB flash drive, no charge	Audio recordings are maintained only 180 days after minutes have been approved
Large publication or file	Actual cost	
Postage & Packaging for mailing	Actual cost	

For Internal Office Use:		
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