

A. Public Records

The Fort Lupton Fire Protection District will make public records available upon request during normal business hours in accordance with the Colorado Open Records Act per §24-72-203 C.R.S.

1. Procedure

All requests for public records shall be made in writing. Any record requested may be denied, if after consultation with the District's legal counsel, the document is deemed protected, privileged or prohibited from disclosure.

The District will make reasonable efforts to accommodate all written requests within three business days, unless extenuating circumstances exist as defined per §24-72-203 C.R.S.

2. Fees/Charges for requested Records

Copies / Printouts	\$ 0.25 per standard page
Research and Retrieval Fee <i>First hour provided free of charge</i>	\$30.00 per hour/ per person
CD / USB Drive <i>Cannot be provided by requestor</i>	\$10.00 Each
Reproduction of Published materials	\$ Actual Cost
Shipping	\$ Actual Cost
All Fees and Charges are subject to change.	

Public Record Request Form

Name: _____ Date: _____

Address: _____

E-mail Address: _____ Phone #: _____

Type of Record Requesting:

Incident Report

Date of incident: _____ Incident Number: _____

Address/ Location of Incident: _____

Type of Incident: _____

Other Record

Date of Record: _____ Type of Record: _____

Detailed description of requested record: _____

Signature of Requestor: _____

For District use:

Date Request Received: _____ Received by: _____

Approved By: _____ Date Approved: _____

Date and time requestor notified of record release: _____

Picked up _____ Mailed _____

Fee /charge for record _____