

Associated Governments of Northwest Colorado

Request for Records Pursuant to the Colorado Public (Open) Records Act

Date: _____

Requestor's Name: _____

Organization Represented (if any): _____

Mailing Address: _____

Telephone Number: _____

Document(s) Requested (Be As Specific As Possible):

If the record name is unknown, provide a brief, but specific description. A request which is broad, vague or too voluminous may cause a delay in the time for producing the record.

If the record is available pursuant to C.R.S. § 24-72-201, *et seq.*, it shall be made available for viewing within three working days. If extenuating circumstances exist, the period may be extended an additional seven working days. You will be notified of the extension within the first three working days after receipt of this request.

Costs: AGNC's fee schedule for open records requests has been established pursuant to the Colorado Open Records Act. See the accompanying fee schedule for a summary of applicable charges. Estimated fees must be paid in advance of proceeding with the request in accordance with the AGNC CORA policy. Payment only accepted in the form of check made payable to "Associated Governments of Northwest Colorado" or "AGNC".

For Office Use Only

Response Date: _____

Response Time: _____

Method of Delivery: _____

Copies: _____ pages at \$ _____ per page: \$ _____

Staff Time: _____ hours at \$ _____ per hour: \$ _____

Other Actual Costs: _____: \$ _____

Total Charges: \$ _____

Signature for receipt of documents: _____

Date of receipt: _____