



Public Records Request

The following request is made under the Colorado Public Records law, C.R.S. 24-72-201 et seq.:

Name: _____ Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Phone: _____ Contact Email: _____

County Department / Office where record is maintained*

INSTRUCTIONS:

Name, date and/or description of document(s) requested. If the document name is unknown, provide a specific description of document requested. A request which is broad, vague, or too voluminous, may cause a delay in the time the County can produce the records. Please attach an additional page, if needed, to list these items in detail.

Names or descriptions of document(s) requested:



GUNNISON COUNTY ATTORNEY – PUBLIC RECORDS REQUEST

Matthew Hoyt – County Attorney

Emilee Gaebler – Deputy County Attorney

Ph: (970) 641-5300 | Fax: (970) 641-7696

200 E. Virginia Ave, Gunnison, CO 81230

<https://www.gunnisoncounty.org/records>

Several records are available at county offices and on the Gunnison County website: www.gunnisoncounty.org, without completing a formal request for records under C.R.S. 24-72-201 et seq. Those records include but are not limited to recorded documents, marriage certificates, development applications and permits, vital records, property tax information, tax liens and foreclosure information. Note: Gunnison County is not the custodian of records for judicial matters. Please contact the Gunnison Combined Courts at 970-641-3500 for records related to judicial matters.

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 Custodian 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.

Some records requests may be denied if disclosure of the record would be contrary to public interest as defined by statute. Also, the Open Records Act only makes available public documents that already exist. An agency is not required to create or manipulate a record to be responsive to a request.

FEES:

- Copy costs: The fee shall be \$0.25 per standard page, unless actual costs exceed that amount, in which case actual costs may be charged.
- Actual costs: Any other actual cost or expense(s) associated with the production of the request shall be charged to requestor. These cost may include, but are not limited to, engineering copies, certified copies or other reproduction, color photographs, cd's, postage and handling, etc.
- Staff time costs: Staff time to research, redact information pursuant to statute, retrieve and distribute public records shall be charged at \$30 per hour, with no charge for the first one hour.

Records may be delivered in person upon inspection, electronically by email (subject to email size limitations), by facsimile or by US Mail. All payments for public records must be received in advance of releasing the requested records.

FILING INSTRUCTIONS:

You may fill out the electronic form and email it to: records@gunnisoncounty.org. Otherwise, you may print the form, fill it out, and then submit it by fax at (970) 641-7696, by mail to 200 E. Virginia Avenue, Gunnison, CO 81230, Attention County Attorney, or in person at the office of the Gunnison County Attorney.