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**Public Records Request Form**

Requests for public records are made pursuant to the Colorado Open Records Act, C.R.S. § 24-72-201 *et seq.*, and the Colorado Criminal Justice Records Act, C.R.S. § 24-72-301 *et seq.*

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

**INSTRUCTIONS:** Please provide the name, date, and/or description of document(s) requested, with as much detail as possible. A request which is overly broad, vague, ambiguous or voluminous may delay the processing of your request, and may result in increased fees (please see Fees section below). Please attach an additional page, if needed, to list these items in detail. Should you require assistance in filling out this form, please call the County Attorney’s office at (970) 641-5300.\*

**Descriptions of Document(s) Requested:**

County Department / Office where document(s) may be maintained:

\* The County Attorney’s Office represents the Board of County Commissioners of Gunnison County and does not purport to provide legal advice to, or establish an attorney-client relationship with, any person or entity other than the Board. Should you have questions about your legal rights under the Colorado Open Records Act, please contact an attorney of your choice.

**If you are requesting records from the Gunnison County Sheriff's Office, please review and sign the following affirmation:**

AFFIRMATION

C.R.S. § 24-72-305.5 provides that the records custodian shall deny any person access to criminal justice records unless a statement is signed which affirms that such records shall not be used for direct solicitation of business for pecuniary gain.

Furthermore, it is unlawful to obtain a copy of a booking photograph knowing (1) that the booking photograph will be placed in a publication or posted to a website, and (2) that removal of the booking photograph from the publication or website requires the payment of a fee or other exchange for pecuniary gain.

I SOLEMNLY AFFIRM THAT I SHALL NOT USE THE REQUESTED INFORMATION FOR THE DIRECT SOLICITATION OF BUSINESS FOR PECUNIARY GAIN AND ACKNOWLEDGE THAT SUCH IS A VIOLATION PUNISHABLE AS AN UNCLASSIFIED MISDEMEANOR PURSUANT TO C.R.S. § 24-72-309.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Some public records are available at county offices and on the Gunnison County website ([www.gunnisoncounty.org](http://www.gunnisoncounty.org)) without the need to tender a formal request for open records. These records include, but are not limited to, documents recorded with the Gunnison County Clerk and Recorder, marriage certificates, land use development applications and permits, other Board and Commission agendas and minutes (e.g., Board of Equalization, Environmental Health Board, Gunnison-Hinsdale Board of Human Services), Gunnison County Board of Equalization agendas and minutes, 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) 642-8300 for records related to judicial matters.

If the records are available pursuant to C.R.S. § 24-72-201 *et seq.* or C.R.S. § 24-72-301 *et seq.*, the records shall be made available for viewing within three working days. If extenuating circumstances exist such 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 working days of receiving the request.

Open 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 makes available only public documents that already exist. An agency is not required to create or manipulate a record to respond 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 the requestor. These costs may include, but are not limited to, engineering copies, certified copies or other reproduction, color photographs, compact discs or thumb drives, and postage and handling.
- Staff time costs: Staff time to research, redact information pursuant to statute, retrieve and distribute public records shall be charged at \$33.58 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 file hosting service (e.g., Dropbox or similar such software), by facsimile or by U.S. 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](mailto: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 at the above address.