

# Fremont Conservation District

248 Dozier Avenue  
Canon City, CO 81212  
Phone (719) 315-3417

## Board of Supervisors

John Daniels, President

Bart Adams, Vice President

Tim Morse, Secretary/Treasurer

Kathleen Drenckhahn, Member

Vacant, Member

## Request for Records Application

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

## Preferred Delivery Method

US Mail \_\_\_\_\_ E-Mail \_\_\_\_\_ In Person \_\_\_\_\_

## Records Requesting:

**Charges:** \_\_\_\_\_ 8 1/2" x 11" pages X .50 per page \$ \_\_\_\_\_

\_\_\_\_\_ hours X \$33.58 per hour (1<sup>st</sup> hour no charge) \$ \_\_\_\_\_

Actual cost charges for maps, oversized copies, etc (see invoice  
For specific charges) \$ \_\_\_\_\_

Total Due \$ \_\_\_\_\_

## Notifications and Signatures

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Custodian of Records: \_\_\_\_\_ Date: \_\_\_\_\_

Date notified of records ready (within 3 business days): \_\_\_\_\_ Via: \_\_\_\_\_

Date notified of extenuating circumstances (within 3 business days): \_\_\_\_\_ Via: \_\_\_\_\_

Date notified of records ready (within 7 business days): \_\_\_\_\_ Via: \_\_\_\_\_

Signature of Requestor of records received: \_\_\_\_\_

Records sent via: US Mail \_\_\_\_\_ E-Mail \_\_\_\_\_ In Person \_\_\_\_\_ Date: \_\_\_\_\_

(attach documentation if sent via US Mail or E-Mail)