



# PAGOSA FIRE PROTECTION DISTRICT PUBLIC INFORMATION REQUEST FORM

Requestor Name: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Submittal Time: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

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

## Description of Information Requested

Request Addressed to: \_\_\_\_\_ (Must be addressed to the proper custodian for the records sought.)

(Please describe in detail)

(Use additional pages for additional items requested.)

### Section below to be completed by PFPD Official.

Request Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Request Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Request Approved or Rejected (circle one)

Records Delivered To: \_\_\_\_\_ Date Delivered: \_\_\_\_\_

**Delivery Method:**

**If request denied, reason for denial:**

**Request Status Confirmed By:**

**Delivery Signature:** \_\_\_\_\_ **Received Signature:** \_\_\_\_\_

**PURSUANT TO THE COLORADO OPEN RECORDS ACT, THE CUSTODIAN OF RECORDS HAS THREE DAYS TO RESPOND TO THIS REQUEST.** Records that are prohibited from disclosure under CORA or other statute(s) cannot be made available to the public. Pagosa Fire Protection District may also hold certain private and /or financial information about individuals that will not be released except upon the approval of that individual. A per-hour charge representing actual costs to Pagosa Fire Protection District, as allowed by C.R.S. 24-72-205, may be assessed. All requests for copies of public records will be fulfilled in a timely manner, provided that research and copying costs, as estimated by the custodian and communicated to the person requesting the information and are paid in advance.