

# Public Records Requests

---

The Mile High Flood District (MHFD) will make public records available for inspection in accordance with the applicable provisions of the Colorado Open Records Act, Colorado Revised Statutes §24-72-201, et seq. The act mandates access to many types of records, but it also provides exemptions on the basis of confidentiality, privilege and security, among others.

## **Requests**

All requests for public records must be made in writing (Appendix A is an example form) and must include the following:

- a. Requestor's full name, address, and telephone number
- b. As detailed a description of the records requested as is reasonably possible
- c. A statement that the request is made pursuant to the provisions of the Colorado Open Records Act, Colorado Revised Statutes §24-72-201, et seq.

Written requests must be delivered in person, by mail, or by e-mail to [lkroeger@mhfd.org](mailto:lkroeger@mhfd.org). If sending by email, then the request is not received until confirmation of receipt is sent by MHFD. Mailed requests should be addressed to:

Laura Kroeger  
Executive Director  
12575 W. Bayaud Ave.  
Lakewood, CO 80228

## **Fees**

One hour of research toward responding to a request will be completed at no charge. After the first hour, a \$30/hour charge will be assessed for researching files for requested information, or redaction of confidential/protected information. Fees also apply for copies of public records. If MHFD estimates the cost to comply with the request (including the making of copies) will exceed \$30.00, then the requestor may be required by the Records Custodian to deposit that estimate with MHFD prior to fulfillment of the request by MHFD. If actual charges are less than the deposit, then the balance shall be refunded within sixty (60) days of completion of the request.

## **Fees for copies of public records**

- Paper, standard page (one side of a page, up to 11" x 17", black and white or color) - 25 cents
- Paper, oversized page (one side of a page, larger than 11" x 17", black and white or color) - \$1.25
- Photographic image digitized from a print or negative (JPEG or TIFF or PDF) - \$1.50
- Photographic paper print from a photographic negative - actual cost
- Electronic documents in PDF format if normally maintained in PDF by MHFD - no charge
- CD or DVD media disk - \$1
- Postage to mail copies - actual cost
- E-mail of copies to requestor - no charge

# Appendix A

## Public Records Request Form Mile High Flood District

The following request is made under the Colorado Open Records Act (24-72-201, CRS):

Date: \_\_\_\_\_  
a.m. \_\_\_\_\_ p.m. \_\_\_\_\_

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

Company Represented: \_\_\_\_\_

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

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

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

Documents Requested (Please be Specific)	Relevant Time Period or Date of Issuance	Comments

\*If the document name is unknown, provide brief, but specific description of document or information requested (note date of issuance and location of document if known).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### For Official Use Only

Time spent by staff in assembling the records request. \_\_\_\_\_

Estimated cost of assembly. \$ \_\_\_\_\_

Records requests received by:

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