

Montrose Recreation District

16350 Woodgate Road
Montrose, CO 81401
PHONE: 970-249-7705

FREEDOM OF INFORMATION REQUEST

Requester fills out:

Request made by _____ Contact Preference: Phone Email Mail

Mailing Address _____ City _____ State _____ Zip _____

Email Address _____ Telephone _____

DESCRIPTION OF REQUESTED INFORMATION _____

(Attach separate sheet if additional space is needed.)

Requester's Signature _____ **Date** _____

Fees:

- The MRD will charge requester .25 cents per standard printed page. No per page fee will be charged for providing records in digital or electronic format.
- In addition to records fees, the MRD will charge requester \$33.58 per hour for research and retrieval. No charge will be imposed for the first hour of research and retrieval of public records however.

Response Time:

- Records will be provided to Requester within three working days, or the Official Custodian will provide the requester with written notice that extenuating circumstances exist and that the records cannot be provided within the three working days. Records will be made available within seven working days.

Montrose Recreation District Official fills out:

Date Request Received _____

LOG NO. _____

For collection of information:

Routed to _____ Date _____ Date Reply Received _____

Routed to _____ Date _____ Date Reply Received _____

Routed to _____ Date _____ Date Reply Received _____

Actions Taken: 1) _____ Date: _____

2) _____ Date: _____

3) _____ Date: _____

4) _____ Date: _____

5) _____ Date: _____

6) _____ Date: _____

Date Responded to Requester By Montrose Recreation District _____

Date picked up by Requester _____

No. pages of response _____ Total Cost \$ _____ Amount Paid \$ _____ Date Paid _____

Montrose Recreation District Official Custodian

Authorized Signature _____ **Date** _____

