



# Garden Spot of Colorado

807 Mountain Avenue | PO Box 1229 | Berthoud, CO 80513 | 970.344.5800 | [Berthoud.org](http://Berthoud.org)

## REQUEST FOR PUBLIC RECORDS

**PLEASE SEND ALL PUBLIC RECORDS REQUESTS TO THE TOWN CLERK**

Our goal is to assure prompt and equitable service to customers requesting access to public records. It is our policy to make public records available for public inspection at reasonable times unless such records are protected from disclosure by law. There are fees associated with requests for copies or requests that require significant staff time and resources.

<b>Requester Name:</b>	<b>Date:</b>
<b>Company:</b>	
<b>Mailing Address:</b>	<b>Email Address:</b>
<b>Signature:</b>	<b>Phone:</b>

**Detailed description of records requested:**

<b>Fee Schedule</b>	
Standard (Single-sided copy, on white, 8 1/2" x 11" or 8 1/2" x 14" paper)	\$0.20 per page (black and white) \$0.50 per page (color)
Research, Retrieval and Compilation requiring less than one hour of cumulative staff time	No charge
Research, Retrieval and Compilation exceeding one hour of cumulative staff time	\$30.00 per hour (plus document fees)
Manipulation of Data	Actual Town cost
Information stored or provided electronically	Actual Town cost
<b>For Internal Office Use:</b>	
Date request completed:	Estimated Cost:
Completed by:	Amount Prepaid:
If unfulfilled, provide reason(s):	Balance due before release:
	Total Amount paid:

Completed form may be emailed to [clerk@berthoud.org](mailto:clerk@berthoud.org)