



**Request for Public Records Form**

The District Director is responsible for responding to the requesting party in a timely manner. Responses will be provided in the format in which the documents are maintained whenever legally, technologically, or practically feasible.

The requesting party will be notified with the following:

1. If the requested documents are not available, reside with another agency, or if the records are not covered by CORA.
2. With the cost estimate for retrieval, if applicable. Refer to Fees below.

Please submit requests to the District Director:

- Email: [records@deltalibraries.org](mailto:records@deltalibraries.org)
- USPS Mail: P.O. Box 540, Hotchkiss, CO 81419
- In Person: 149 East Main Street, Hotchkiss CO 81419. Please contact the District administrative office for open hours at (970) 399-7876.

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Requestor's Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

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

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Email address: \_\_\_\_\_

Representing: \_\_\_\_\_ Self \_\_\_\_\_ Organization

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

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

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



**Fees**

Research and Retrieval

- \$0 – one (1) hour or less
- \$41.37 per hour – more than one (1) hour

Copies:

- 25¢ per page (8½ x 11, 8½ x 14; 11 x 17)
- Actual cost of reproduction (larger than 11 x 17)

PDF Records Sent Via Email

- Research and retrieval time – if the record exists in electronic format
- Research and retrieval time – if the record has to be scanned to PDF
- Research and retrieval time + paper copy fee – if the record has to be printed and scanned to PDF

Mailing Expenses

- Actual cost

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**For Library District Staff Only**

Date request received: \_\_\_\_\_

Date payment received (cash, check): \_\_\_\_\_

Date records released: \_\_\_\_\_

Reviewed by legal counsel: \_\_\_\_\_ Yes      \_\_\_\_\_ No

Number of pages: \_\_\_\_\_

Hours of staff time spent: \_\_\_\_\_

Cost for records: \_\_\_\_\_