

Public Request for Open Records Form

Dolores School District RE-4A records shall be available for inspection during regular business hours upon request made to the custodian of the record. Inspection of the record shall take place where designated by the custodian of the record, and will not be disruptive to the operations of the office, and shall be done in the presence of the custodian of the record. There is no duty to create a public record that does not already exist. If more than one hour of staff time will be required to respond to the request for records, such staff time in excess of one hour shall be charged to the person seeking access at a rate of \$41.37 per hour, to be paid prior to inspection of the records. Copies may be furnished upon request and within a reasonable time and will cost \$.25 per page, to be paid in advance.

Date of Request: _____

Person Requesting Information

Name: _____

Mailing Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Email Address: _____

Reason for Requesting Information and/or Documents: _____

Information and/or Documents Requested (Please be specific, limit 5 items per request):

1. _____
2. _____
3. _____
4. _____
5. _____

Need Inspection Only: ____ **Need Hard Paper Copies:** ____ **Can be emailed:** ____

If hard copies: Mailed ____ **Picked Up:** ____ (postage will be charged)

For Office use:

Date of Notification to Requesting Party Estimated Cost:

Estimated cost payment received Date: by:

received date: by: Final Cost: Final cost
 _ Record release approved: _denied: by:

Notes:

Reason Denied:

Confidential Personnel Record: Confidential Student Record:

Does Not Exist: Other: Explain:

Approved: April 28th, 2025

Dolores School District RE-4A, Dolores, Colorado