

SAN MIGUEL REGIONAL HOUSING AUTHORITY

OPEN RECORDS REQUEST FORM

Please complete this form and return it to the San Miguel Regional Housing Authority at 820 Black Bear Rd., G-17, Telluride, CO 81435 or by e-mail at admin@smrha.org.

Name: _____ Date of Request: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone (Day): _____ (Evening): _____
Email address: _____

Request is for: Inspection only Printed (hard) copies Electronic
Record(s) requested:

(Request should be sufficiently specific to allow SMRHA to prepare or gather the records requested)

(Pursuant to § 24-72-203, C.R.S., three (3) working days may be allowed for a search of the records. This may be extended by seven (7) working days for extenuating circumstances to include records not available.)

THIS SECTION FOR SMRHA USE ONLY

REQUEST FOR INSPECTION/COPYING OF RECORD

Responsible Department, if any: _____

Availability: ☐ Paper Copy ☐ Electronic Format

Location: ☐ In Storage ☐ Readily Available (on-site)

Cost Estimate:

8.5" X 11" pages @ \$0.25 =	\$	_____
11" X 17" (or other) pages @ \$0.50 =	\$	_____
Research/Retrieval hours @ \$41.37 =	\$	_____
Flash drive @ \$12.00 =	\$	_____
	\$	_____

Total Cost Estimate: _____

Having received the foregoing cost estimate, I choose to confirm my request for the records described and agree to pay the charges.

☐ Yes ☐ No – cancel request

Signature

Date