



## Public Information Request

Submit to:      By email: [prevention@eagleriverfire.org](mailto:prevention@eagleriverfire.org)  
                     By USPS: ERFPD, Prevention Bureau, PO Box 2942, Edwards, CO 81632

*Please list specifically what documents you want provided. ALL DOCUMENTS ARE RELEASED IN PDF FORMAT. Allow three (3) working days for a search of the records. Per the State of Colorado Open Records Act (C.R.S. § 24-72-203), if the request is substantially large, an extension of seven (7) working days is permitted. You will be notified prior to the three (3) days of any extension and all estimated costs.*

<b>Requester Name:</b>		<b>Date:</b>
<b>Mailing Address:</b>		
<b>E-Mail Address:</b>		<b>Phone:</b>
<b>Detailed description of records requested:</b>		
<b>Fee Schedule:</b>		
Hard Copies	\$.25 per page	A page is defined as one side of one page up to a paper size of 8.5" X 11"
Certified Copies	\$2.00 per page	
Research & Retrieval	After first hour, \$33.58 per hour	
Video DVD, Audio CD or Thumb Drive	\$5.00 each	
Budget book or other large publication	Varies	Charge is based on district cost to produce the publication.
Postage & Packaging for mailing	Varies	Actual cost will be assessed.
<b>For Internal Office Use:</b>		
Date request completed: _____	By: _____	Amount prepaid: \$ _____

PO Box 2942, 1050 Edwards Village Blvd, Edwards, CO  
 81632 Phone: 970-736-5064 or 970-748-4739 Fax:  
 970-949-7965 Email: [prevention@eagleriverfire.org](mailto:prevention@eagleriverfire.org)  
 Revised: 1/2024