

**REQUEST FOR INFORMATION
TOWN OF FAIRPLAY**

Revised 10-4-2005

Request for Information Form

To facilitate the access of public records and information by the residents of Fairplay and other interested parties, the Board of Trustees asks that you make your request for information in writing below. The Town clerks cannot always respond immediately to your request, because of other deadlines which they must meet. However, as soon as they can determine when they can provide the material to you, they will advise you of the time you can pick up the information and of the charges for copying, at the telephone number or address which you provide below.

Name: _____

Phone Number or address: _____

Information requested: _____

Per CRS 24-72-305.5 Access to records –denial by custodian—use of records to obtain information for solicitation. Records of official actions and criminal justice records and the names, addresses, telephone numbers, and other information in such records shall not be used by any person for the purpose of soliciting business for pecuniary gain. The official custodian shall deny any person access to records of official actions and criminal justice records unless such person signs a statement which affirms that such records shall not be used for the direction solicitation of business for pecuniary gain.

Signature: _____ **Date:** _____

For Office Use

Date and Time of Request: _____

Number of Pages and Charge for Copies: _____

Date and Time Party Notified Material Ready for Pickup: _____