

Public Records Request Form



SECTION A - COMPLETE CONTACT INFORMATION	
Request may be faxed or emailed to :	Vail Records Custodian (Town Clerk)
fax # 970-479-2157	email tnagel@vailgov.com
Note: Please contact Tammy Nagel at 970-479-2136 to ensure public records request was received by Clerk's Office.	
Requestors Name:	Company Name:
Date Requested:	
Mailing Address:	Street Address
Email Address:	Phone Number:

SECTION B - SELECT RECORD FORMAT

Please (x) applicable items:

	Yes	No	
Inspection Only Requested:	<input type="checkbox"/>	<input type="checkbox"/>	
Hard Copies Requested:	<input type="checkbox"/>	<input type="checkbox"/>	
CD or Electronic Copies Requestd:	<input type="checkbox"/>	<input type="checkbox"/>	
Desired Retrieval Method:	pickup	mail	email

SECTION C - IDENTIFY TYPES OF RECORD REQUESTED

Please list the Information desired and/or list each requested document.

Please be as specific as possible.

You may attach a letter indicating the requested public records.

- 1
- 2
- 3
- 4
- 5

I have read the Town of Vail Public Records Policy and agree to pay all charges incurred in accordance with such Policy and fee schedule.

Signature of Person Requesting Public Record(s)

Date

Fee Schedule:

- A. First hour of research & retrieval shall be free.
- B. \$30 per hour for additional time devoted to searching for requested information.
- C. Cost of postage or courier to be paid for by requesting party.
- D. No charges for transmitting public records via email, provided that requesting party may be charged staff time associated with research and retrieval of the requested records.

Staff Use Only

Date Received: _____

Completed by: _____

Date Completed: _____

Charges: To be completed by Records Custodian

Amount Prepaid \$ _____

Balance Due before Release \$ _____

Total Amount Paid \$ _____

Remarks or Summary of Response

If denied, reasons include: