



Visit Estes Park  
The Destination  
Marketing Organization  
VisitEstesPark.com

Request for Records  
Pursuant to the Colorado Open Records Act

DATE OF REQUEST: \_\_\_\_\_ TIME: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER (During Business Hours): \_\_\_\_\_

EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DESCRIPTION OF THE INFORMATION DESIRED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(Receipt of this request by Visit Estes Park is determined by the date/time stamped on this form.)**

**(Do Not Write Below This Line-This section to be completed by Visit Estes Park)**

RECORD CUSTODIAN: \_\_\_\_\_

ESTIMATED COST & TIME \_\_\_\_\_

RESPONSE DATE: \_\_\_\_\_ RESPONSE TIME: \_\_\_\_\_

NUMBER OF PAGES: \_\_\_\_\_ AMOUNT TO BE PAID: \_\_\_\_\_

METHOD OF DELIVERY: \_\_\_\_\_

APPROVAL SIGNATURE: \_\_\_\_\_

DENIAL OF REQUEST AND BASIS FOR DENIAL (If Applicable):

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### **Open Records Step-by-Step Procedures**

- Contacted by public with a request for records
- Evaluate if request falls within the parameters of the Open Records Act.
- Visit Estes Park will contact the requestor with a list of available documents and a cost estimate.
- The requestor will provide confirmation to proceed and will provide payment, understanding that no records will be shared until payment is received.
- Visit Estes Park will contact the requestor once the request has been completed or mail the request to those living outside the Estes Valley at the cost of the requestor.