

INSTRUCTIONS FOR RECORDS REQUESTS

1. Provide a brief, but specific, description of the document(s) or information requested, noting the date of the incident or issuance/adoption of the document if known. A request that is broad, vague, or too voluminous may cause a delay in the time required to produce the records, or a denial of the request .
2. All requests must be submitted to: Canon City Area Fire Protection District (District), 1475 N. 15th Street, Canon City, CO 81212; or Fax to (719) 275-1486. All requests must be submitted on the District "RECORDS REQUEST FORM", which is available at the above listed address. Requests for the release of medical information shall use the appropriate "Release of Medical Information" form for either a private party or law enforcement request.
3. If the records are available pursuant to C.R.S. §24-72-201, the records shall be made available for inspection within three (3) business days. If extenuating circumstances exist that the records cannot be gathered within the three (3) day period, the period shall be extended an additional seven (7) business days. The requestor shall be notified of the extension within three (3) business days of receiving the request.
4. Upon receipt of the request, we will begin collecting the records requested and notify the requestor when completed. We will schedule a time for review and inspection of the records. Reviews will take place during regular business hours (Monday - Friday, 8:00 - noon and 1:00 - 5:00, except holidays) at 1475 N. 15th Street, Canon City, CO 81212, unless another location is designated by the District.
5. The requestor may take written notes and/or use a portable computer. Outside photocopiers and scanners are not allowed.
6. Costs associated with researching, preparing, and copying documents is as follows:
 - Black and white document copies (letter or legal) are \$0.25 per page.
 - Color copies will be charged actual cost.
 - Electronic document delivery is \$0.25 per page, plus \$5 per CD if requested.
 - If actual costs exceed \$0.25 per page, actual costs may be charged.
 - Any postage will be charged at the actual rate for weight and size.
 - Staff time to research and assemble requested records, or convert a document into format for retrieval, will be charged at actual personnel rate, with the first 30 minutes at no charge.
7. You will be notified in advance of any applicable fees that may be incurred relevant to item #6 listed above. We will not compile the records request on your behalf without your prior approval and advance payment. Some requests will require an estimate of anticipated costs, which will require initial payment in that amount. Upon the completion of the request, the cost difference will either be refunded or additionally charged, prior to the release of the copied records. We can not accept credit cards or bill for services. Payment must be made in advance in the form of cash or check made payable to the Canon City Area Fire protection District.
8. In the event the requestor does not make arrangements for a review of the documents, fails to appear for the review, or fails to prepay for the costs within 3 business days of notification of availability of records, the request will be deemed closed. Any further request will be deemed a new request and must be resubmitted.