

Valagua Metropolitan District

Request for Public Records

Complete the following information to obtain access to District public records. It is the policy of the District to make records available for public inspection at reasonable times unless such records are protected from disclosure by law.

Please be advised that fees may be charged for requests for copies or requests that require significant resources as stated in the District's Open Records Policy and payment may be required prior to production of records.

Requested By: _____

Phone number: _____

Email Address: _____

Mailing Address: _____

Date Requested: _____

Specific Records Requested and Time Frame, if applicable:

Preferred Delivery Method: Inspect _____ Mail _____ Pick Up _____ Fax _____ Email _____

Requestor's Signature: _____ Date: _____

Office Use Only

Fees (time/copies): _____ Total Cost \$ _____

Date Request Received: _____

Request Completed By: _____

Payment Made, if applicable: _____

Distribute: Inspect _____ Mail _____ Pick Up _____ Fax _____ Email _____

Date Completed: _____ Signature: _____

Administrative & Financial Management Provided By Marchetti & Weaver, LLC

Mountain Office
28 Second Street, Suite 213
Edwards, CO 81632
(970) 926-6060

Website & Email
www.mwcpaa.com
Admin@mwcpaa.com

Front Range Office
245 Century Circle, Suite 103
Louisville, CO 80027
(720) 210-9136