



# Loveland Fire Rescue Authority

410 E. 5<sup>th</sup> Street | Loveland, CO 80537

Phone: 970-962-2471

Email: [eplan-fire@LFRA.org](mailto:eplan-fire@LFRA.org)

## PUBLIC RECORDS REQUEST

*The Loveland Fire Rescue Authority complies with the requirements of the Colorado Open Records Act and other applicable laws with respect to the production of public records, including with respect to whether it must, may, or cannot produce public records, and the fees it charges for such production. A complete copy of Loveland Fire Rescue Authority's Open Records Request Policy and fees can be found on the Authority's website at: <https://lfra.org/our-services/incident-report-request/>.*

*By signing below, I acknowledge that fees may be assessed for producing the records I am requesting, and/or for delivering the records to me. I have had the opportunity to review Loveland Fire Rescue Authority's Open Records Request Policy and fees for producing the public records, available at the link listed above. If requested by Loveland Fire Rescue Authority, I agree to pay all fees for my request before Loveland Fire Rescue Authority sends the records to me.*

Name:	Date:
Mailing Address:	Email Address:
Signature:	Phone Number:

Detailed Description of Records Requested: *(If this is a request for a Fire Incident Report, include the incident number, incident address and date of incident)*

Preferred Method of Delivery:  Email  Fax (Number: \_\_\_\_\_)  
 Mail (Additional Fees)  Pick-up/View in Person

### FEE SCHEDULE (Approved by Resolution)

Copy, printout, or photograph of a public record where the fee is specifically prescribed by law.	The amount required by law
Copy, printout, or photograph of a public record where the fee is not specifically prescribed by law.	\$0.25 per standard page; or actual cost if not a standard page
Copies made off-site by an outside copying facility.	Actual cost
Manipulation of data to generate a record form not used by the Authority.	\$33.58 per hour, up to the actual cost
Research and retrieval of responsive records.	\$33.58 per hour, after the first hour
Postage and shipping.	Actual cost plus applicable sales tax

### FOR INTERNAL OFFICE USE

Office Notes:

Completed By:	Date:
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