



# Loveland Fire Rescue Authority

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

Phone: 970-962-2471 | Fax: 970-962-2922

## 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, or other documents or information requested, and the fees it charges for such production. A complete copy of the 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 LFRA's policy for requests for public records and the fees for producing the public records, available at the link listed above. If requested by LFRA, I agree to pay all fees assessed for my request prior to LFRA sending 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  Mail (additional fees)  Pick-up/View in Person

### FEE SCHEDULE (Approved by Resolution)

Copies, printouts or photographs	\$0.25 per standard page
Form other than standard page	Actual cost
Generation of a record	\$30.00 per hour
Research and Retrieval	\$30.00 per hour, after the first hour
Postage / Shipping	Actual Cost plus applicable sales tax
Microfilm	\$1.50 per page
Medical records request, requested by patient or patient's personal representative	\$14.00 for 10 pages or less, \$0.50 per page for pages 11-40, \$0.33 per additional page
Medical records request, made by a representative of the patient other than the patient's personal representative	\$16.50 for 10 pages or less, \$0.75 per page for pages 11-40, \$0.50 per additional page
Other:	

### FOR INTERNAL OFFICE USE

Office Notes:

Completed By:

Date: