

**Public Records Request Form
Hyland Hills Park and Recreation District**

Please complete the following information to obtain copies of the requested records. Hyland Hills will respond to your request within three working days, except in the event of extenuating circumstances, in which case Hyland Hills will respond to your request within seven working days.

Hyland Hills complies with the requirements of the Colorado Open Records Act and any other applicable federal or state laws with respect to whether it must, may, or cannot produce public records, or other documents or information requested, and the fees it charges for producing such public records or other documents or information. A complete copy of Hyland Hills' policy for requests for public records and assessing charges for the production of public records is available at hylandhills.org/board-of-directors/.

Requester Name:	
Requester Address:	
Requester Telephone:	
Detailed Description of Requested Records:	
Requested Method of Delivery:	<input type="checkbox"/> Inspection at the District's offices.
	<input type="checkbox"/> United States mail to the following address:
	<input type="checkbox"/> Other delivery service (FedEx, UPS, etc.) to the following address:
	<input type="checkbox"/> Facsimile to the following number:
	<input type="checkbox"/> Email to the following email address:

I understand that fees may be assessed for the production of the records I am requesting, and/or for delivering the records to me. If requested by Hyland Hills, I agree to pay all fees assessed for my request prior to Hyland Hills sending the records to me.

Requester Signature

Date

**Please return to: Yvonne Fischbach, Records Custodian/Executive Director
Hyland Hills Park and Recreation District
Attn: CORA Requests
8801 N. Pecos Street
Federal Heights, CO 80260**