



Request for Records Search

3 S. Timber Ridge Parkway

Severance, CO 80550

970-686-1218

Date of request: _____

Check one:

☐

Paper Copies Requested (*Copier Charges Apply*)

☐

Digital Copies Requested (\$5.00 per 100MB + USB Drive Cost)

First hour of Research is Free, \$30.00 per hour after

Please print clearly:

Name of requester: _____

Company (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Please indicate the specific documents requested:

CRS Sec. 24-72-203

Pursuant to §24-72-203 C.R.S. three (3) working days may be allowed for a search of the records. This may be extended by seven (7) working days for extenuating circumstances, to include the records being in active use, in storage or otherwise not readily available.

Records are available for viewing between the hours of 8:30 a.m. to 4:00 p.m.

REQUESTS MUST BE DELIVERED TO THE TOWN CLERK AT TOWN HALL OR EMAILED TO LVANARSDALL@TOWNOFSEVERANCE.ORG.

All e-mailed requests must be followed up with a phone call 970-686-1218 to be sure it was received.

Official Use Only

Records: Date Received: _____

Date Completed: _____

Time Completed for Request: _____

Employee Name: _____

Employee Signature _____ Date _____