



# Request for Records Search

3 S. Timber Ridge Parkway

Severance, CO 80550

970-685-970

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. See Open Records Policy for further information.

[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.**

**Official Use Only**

Records: Date Received: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Time Completed for Request: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_