



Lucy Spalenka, Town Clerk
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REQUEST FOR INSPECTION / COPYING OF RECORD

COLORADO OPEN RECORDS ACT (CORA)

Name of Person Requesting Document: _____

Address: _____

Phone Number: _____

Date of Request: _____ Time of Request: _____ Requested Items: _____

Purpose of Request:

Court Case

Personal Information

Other: _____

Certified Copy?

Yes

No

FOR TOWN CLERK USE ONLY

Responsible Department: _____

Available/Requested Format: Paper Electronic (flash drive) Email

Location: Onsite Storage Offsite Storage Readily Available

Cost Estimate: # of pages @ \$0.25 = _____

of hours @ hourly rate = _____

Total Cost Estimate: _____

Having received the foregoing cost estimate, I choose to confirm my request for the records described and agree to pay the charges at the time the records are made available.

Yes

No – Cancel request

Date

Signature