



PUBLIC RECORDS REQUEST

Colorado Open Records Act (CORA)

Pursuant to §24-72-203 C.R.S., three (3) business (working) days may be allowed to search the records requested. 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. Physical records are available for viewing between 8:30 a.m. and 12:00 p.m. and 1:00 p.m. and 4:00 p.m. Monday through Friday, excluding holidays. The first hour of research is free; every hour thereafter is \$41.37. 8.5 x 11 Paper copies are \$0.25 per copy, and digital records that cannot be emailed are \$5.00 per 100 MB.

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

REQUESTING PARTY INFORMATION

Request Date: _____

Name: _____

Mailing Address: _____

Telephone: _____ E-mail: _____

How would you like to receive records (select one): Paper Copies Digital Copies

RECORDS REQUESTED

Please be specific by providing the subject, dates, and exact information being requested.

If you have questions or would like to confirm your request was received, please call 970-686-1218

Official Use Only

Request Received: _____ Request Completed: _____ Time to Complete: _____

Search time/Copy Costs: N/A: ____ Time: _____ Copying fee: _____ pages @ \$0._____/

page = \$ _____ + \$ _____ postage **Total: \$** _____

Employee Signature: _____ Date: _____