



600 Edison Street, Brush, CO 80723 (970) 842-5001

PUBLIC RECORD REQUEST

Name: _____ Date: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Daytime Phone: _____

E-mail Address: _____ FAX Number: _____

Copies Requested	Yes [<input type="checkbox"/>]	No [<input type="checkbox"/>]
CD Requested (for meetings only)	Yes [<input type="checkbox"/>]	No [<input type="checkbox"/>]

INSTRUCTIONS

Please indicate the information desired and/or list each requested document. Please be as specific as possible.

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. and 4:30 p.m.

REQUEST MAY BE FAXED TO: 970.842.5909 Attention: City Clerk
 [Please note – all faxed or e-mailed requests must be followed up with a phone call to be sure it was received.]

Charges: (See attached fee schedule)

_____	=	_____
_____	=	_____
_____	=	_____
_____	=	_____

Total = \$ _____

Staff Use Only

Date Received: _____ Time Received: _____

Date Completed: _____ Time Completed: _____ Completed By: _____

Summary of Response: _____
