

**Town of Berthoud**  
328 Massachusetts Ave.  
P.O. Box 1229  
Berthoud, CO 80513-1229  
Ph. 970.532.2643. Fax 970.532.0640



REQUEST FOR PUBLIC RECORDS

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

RECORDS  
REQUESTED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

REQUESTED BY:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

I understand that CRS 24-72-205 specifies that I will be charged a reasonable fee (usually not more than \$1.25 per page) for the preparation of these documents. If the Town's staff is required to meet the statutory deadline of \_\_\_\_\_, I may incur additional expenses for the Town's actual cost to pay for additional staff time to honor this request.

SIGNATURE \_\_\_\_\_

RECORDS AVAILABLE DATE: \_\_\_\_\_

ADMINISTRATOR APPROVAL: \_\_\_\_\_

REQUESTER CONTACT DATE: \_\_\_\_\_