

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: _____