



# CITY OF CREEDE

City of Creede  
2223 N Main Street  
Creede, CO 81130  
(719-)658-2276

## PUBLIC RECORDS REQUEST

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Method of delivery:      In person       US Mail       Electronically (Email)       None (View only)

Indicate the information you require and/or list each requested document. Please be as specific as possible. Allow three (3) working days for a search of the records. Per the State of Colorado Open Records Act (C.R.S. 24-72-203), if the request is substantially large, an extension of seven (7) working days is permitted. You will be notified prior to the three (3) days of any extension and all estimated costs. Public records requested in person or by US mail are \$0.25/per page. Records requested electronically or for viewing only are free of charge. Time expended in connection with the research and retrieval of public documents will be free of charge for the first hour required and will be charged at a rate of \$30.00 per hour for any time spent in excess of one hour.

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Please submit this record request in person, by US Mail or by emailing to [clerk@creedetownhall.com](mailto:clerk@creedetownhall.com). Please note that records requests not made in person require a confirmation of receipt from the Clerk by phone or email.

**Signature** \_\_\_\_\_

### FOR ADMINISTRATIVE USE ONLY

Record Request Received \_\_\_\_\_ Fee \_\_\_\_\_ Date Paid \_\_\_\_\_

Request completed by: \_\_\_\_\_ Date \_\_\_\_\_

Request denied by: \_\_\_\_\_ Date \_\_\_\_\_

Reason for denial:

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Approved: \_\_\_\_\_ City Clerk, Creede Records Custodian