355 Fourth Street
Bennett, Colorado
80102-7806
P. 303.644.3249
F. 303.644.4125

Town of Bennett
Request for Public Records

All requests for public records will, under normal circumstances, be processed within 3 business days of the date requested in accordance with the Colorado Open Records **Law**

Date Received Stamp

Requested by:

Phone Number:

Mailing Address:

Street | Unit # | City | State | Zip

Date Requested:

Specific Records Requested:

Date:

Request to: ☐ Inspect ☐ Mail Copies

Means of Notification: ☐ Mail ☐ Pick Up

Requestor's Signature:

Office Use Only				
	Fee: ☐ No ☐ Yes	_____ per page	Other Costs: _____	Total Cost: _____
	Date Request Completed:			
	Request Completed By:			
	Request Completed By:			
	Denial of Request and Basis for Denial:			

Distribute			
	☐ Mail	Date Mailed:	Initials:
	☐ Pick Up	Date Picked Up:	Initials: