



Request for Public Records

It's our policy to make all public records available for public inspection at reasonable times in accordance with the Colorado Open Records Act (§24-72-203 C.R.S.). Please complete this form, and deliver it to the Windsor-Severance Library (720 3rd Street, Windsor, CO) or email it to director@clearviewlibrary.org.

Date of Request

Paper Copies Requested

Digital Copies Requested

Fees may apply. A cost estimate will be provided after the request has been evaluated.

Please Print

Name (First, Last)

Company (if applicable)

Address

City

State

ZIP

Phone

Email

Please describe the specific documents you are requesting:

Pursuant to the Colorado Open Records Act (§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. See our Open Records Policy for further information at clearviewlibrary.org.

OFFICIAL USE ONLY

_____ Date Received _____ Date Completed _____ Time Completed for Request

Employee Name _____

Employee Signature _____ Date _____