



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 No.: _____

Mailing Address: _____

Date Requested: _____

Specific Records Requested: _____

Request To: Inspect _____ Mail Copies _____

Means of Notification: Mail _____ Pick Up _____

Requestor's Signature: _____ Date: _____

Office Use Only

Fee: No _____ Yes _____ _____ per page Total Cost \$ _____

Date Request Completed: _____

Request Completed by: _____

Distribute Mail _____ Date Mailed _____ Initials _____

 Pick Up _____ Date Picked Up _____ Initials _____