



Town of Winter Park
50 Vasquez Road/PO Box 3327
Winter Park, CO 80482
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www.wpgov.com

THIS SECTION FOR TOWN USE ONLY
Date/Time Received
Initials
Date Records Returned

OPEN RECORDS REQUEST FORM (rev. 08.2010)
Pursuant to the Colorado Open Records Act

Requesting Party's Name:

Organization Represented (if any):

Contact Phone: Contact Fax:

Contact Email:

Documents Being Requested:

Please be as specific as possible. If records relate to a specific property, please include the physical address (i.e. 123 Main Street).

Multiple horizontal lines for entering document details.

I would like to receive these document via: [] Email [] Fax [] Paper Copies [] CD

Comments:

Pursuant to the Colorado Open Records Act the Town of Winter Park has 3 working days in which to respond to this request.

Please print or save this form for your files and then submit to the Town Clerk for processing.

Email: djardee@wpgov.com

Fax: 970.726.8084

Do not write below this line - This section to be completed by appropriate Department

Response Date: Response Time: Initials:

Method of Delivery: Fee:

Comments:

Return to Town Clerk for Retention Upon Completion of Records Request