

**Town of Blue River  
Public Record Request Form**

*Request maybe emailed to: [info@townofblueriver.org](mailto:info@townofblueriver.org)*

*NOTE: Confirmation of receipt is required for emailed requests*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

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

Inspection Only Requested:                     Yes                     No  
Hard Copies Requested:                         Yes                         No  
CD or Electronic Copies Requested:         Yes                         No  
Desired Retrieval Method:                     Pick-up                     Mailing                     Email

Please indicate the information desired and/or list each requested document. Please be as specific as possible. (You may attach a letter indicating the requested public records)

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Please note that all emailed requests must receive a confirmation of receipt email from the Records Custodian.

I have read the Town of Blue River, Colorado Open Records Policy, and agree to pay all charges incurred in accordance with such Public Records Policy and the attached fee schedule:

\_\_\_\_\_  
Signature of Person requesting Public Record(s)

Charges: (To be completed by the Records Custodian and attached as invoice)

Total: \$ \_\_\_\_\_

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Time Complete: \_\_\_\_\_ Completed By: \_\_\_\_\_

Summary of Response:

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