

Administrative Use Only	
Date Received:	
Received By:	

**TOWN OF TELLURIDE
RECORDS REQUEST FORM**

Date: _____ **Name :** _____

Mailing Address (optional): _____

Email Address: _____ **Phone Number:** _____

Detailed Description of Records Requested (use more than one page if needed):

To the extent possible, requests should include the document name/title, location, date or date range, author, recipient, specific subject matter, and the category or categories of records sought.

Preferred Method of Delivery:

- Email/Dropbox Mail I wish to schedule a time to inspect these records in person

Submit this completed form to the Town Clerk in person to:

135 W. Columbia
Telluride, CO 81435

Or via mail to:

PO Box 397
Telluride, CO 81435

For questions please contact the Town Clerk at: (970) 728-2157 or tkavanaugh@Telluride-co.gov

Note to requestors: The Town Clerk will only accept records requests submitted via the online form (<https://www.telluride-co.gov/288/Open-Records-Request>) or made in writing on this form and delivered to the Clerk during normal business hours in person or via mail. Emailed requests on this form will not be accepted. No request will be considered submitted until it has been received by the Town Clerk during normal business hours (8:00 am to 5:00 pm Monday-Friday, holidays excluded). Requests delivered outside of these hours will be deemed received at 8:00 am on the next business day.