



Town of Kremmling
 200 Eagle Avenue/PO Box 538
 Kremmling, CO 80459
 P) 970-724-3249 F) 970-724-9409
<https://townofkremmling.colorado.gov/>

THIS SECTION FOR TOWN USE ONLY

Date/Time Received _____

Initials _____

Date Records Returned _____

OPEN RECORDS REQUEST FORM (rev. 02.2023)

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).

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

Comments: _____

Pursuant to the Colorado Open Records Act the Town of Kremmling 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: townclerk@townofkremmling.org
 Fax: 970-724-9409

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