PUBLIC RECORDS AND DEPARTMENTAL
WORK REQUEST FORM

TODAY'S DATE: _____

REQUESTED DUE DATE: _____

DESCRIPTION OF WORK NEEDED (Please be very specific): _____
_____
_____
_____
_____
_____
_____
_____
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_____
_____
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_____
_____
_____
_____
*Time Worked on Project _____ Amount of Copies_____

ATTACHMENTS: _____
_____
_____
_____
_____

CONTACT PERSON (S): _____

ADDRESS _____

TELEPHONE NUMBER _____

The Town of Snowmass Village Town Clerks Office Records Request Policy

Staff time is $25.00 per hour and copies are $1.25 per page double sided.
All requests must be in writing or emailed to the Town Clerks Office. The Town will call and verify with the contact person the amount of time required for the request. If tapes or DVD need to be copied the charge is $10.00 per item

Rhonda Coxon, Town Clerk
Telephone number 970 923-3777 ext. 602 rcoxon@tosv.com