1199 Bayfield Parkway • PO Box 80 • Bayfield, CO 81122 • 970.884.9544 TOWN HALL • 970.884.2195 FAX

Public Records Request

Resolution 491, Board of Trustees, Bayfield, Colorado

All requests for public records to Town of Bayfield, must be submitted in writing. Fees may apply for research, retrieval, and preparing requested records. In the event retrieval will exceed an hour, an estimated fee will be required prior to processing the request further. Excess funds will be refunded and all payments to cover the cost will be required prior to release of records. See Policy Concerning Research and Retrieval of Public Records, Resolution 491 for more details.

Requesting Party or Organization	Contact Name
Phone	Email
Mailing Street	Mailing City, State Zip

Describe the information of interest in detail. List specific documents, dates, and subject matter. Note that general requests without specific or detailed information may extent the time required to fill the request.

Purpose or use for the requested materials, i.e., property search, news article, legal research.

Preferred format for delivery (charges may apply)

☐	Email	Email Address:
☐	Call for Pick Up	Phone:
☐	Mail	Mailing Address, enter below including city, state and zip code
☐	Fax	Fax No:
☐	Other	Describe:

Send all request to Town Clerk Kathy Cathcart at the address above or email to kcathcart@bayfieldgov.org.

Applicant Signature: _____ Date _____