



Round Mountain Water and Sanitation  
PO Box 86, 59000 N Hwy 69  
Westcliffe, CO 81252  
www.colorado.gov/rmwsd

THIS SECTION FOR TOWN USE ONLY

Date/Time Received \_\_\_\_\_

Initials \_\_\_\_\_

Date Records Returned \_\_\_\_\_

OPEN RECORDS REQUEST FORM (rev. 08.2010)  
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  Paper Copies  CD

Comments: \_\_\_\_\_

*Pursuant to the Colorado Open Records Act, Round Mountain Water 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: [peggy.quint@rmwsd.com](mailto:peggy.quint@rmwsd.com)  
or [office@rmwsd.com](mailto:office@rmwsd.com)

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 Round Mountain Water Upon Completion of Records Request