



TOWN OF MINTURN
P.O. Box 309 (302 Pine Street)
Minturn, Colorado 81645-0309
970-827-5645 Fax: 970-827-5545
treasurer@minturn.org

**FROM THE DESK OF
JAY BRUNVAND, TREASURER/FINANCE**

MEMORANDUM

TO: All Citizens
FROM: Jay Brunvand, Treasurer/Clerk

As citizens it is your right to request and review public records of the Town of Minturn. It is important that this information be kept in order and on site for all to view. With this in mind the following rules will be agreed to prior to any request approval.

1. All requests must be made in advance and a review will be scheduled within a reasonable time as to allow for the compilation of the material and transportation to the viewing area. Open Record requests will not take priority over previously scheduled work activities of the Town and the Town of Minturn may impose a reasonable fee for research and retrieval services.
2. No bag, briefcase, portfolio, etc will be allowed in the room. You will be allowed to supply a legal pad, note cards, etc and a pen/pencil to make notes. A Minturn Staff member will be present in the review room at all times to assist in maintaining the organization of the material and make copies. This Staff member is not available for questions.
3. Each box is to be kept in order. If a document is requested for copy set it in a stack; staff will make all copies requested by box. Once the copies for that specific box are completed, the originals will be placed back in the corresponding box prior to moving to the next box and corresponding copy requests.
4. Copy cost per page is set annually; currently the cost is \$0.25 per page. A page is defined as one side of one piece of paper.
5. As copies are made they will be placed in a folder and kept separate for any originals so as not to be confused with the originals.
6. Documents will be open for review between 9:00am and 4:00pm. The office will be closed for lunch for the hour Noon-1:00pm at which time the record review will cease and the citizen(s) will leave the review area as directed by Minturn Staff.
7. If a specific item is requested please state in detail such item.
8. If a copy of a tape from a meeting is requested we charge \$15.00 per recorded meeting or portion thereof. Please state in detail the copies requested.
9. The Town of Minturn does not transcribe tapes or meetings. In the event a transcription is requested a tape will be copied.

Printed Name

Signed Name

Physical & Mailing Address

Date of Request

Fax Number

Telephone Number

Specific Records Requested:

