Upper Thompson Sanitation District
Open Records Request Form

It is the policy of the District that all public records shall be open for inspection by any person at reasonable times, except as otherwise provided by law. See Upper Thompson Sanitation District Resolution No. 2014-07-02 – Resolution Designating the Official Custodian of Records and Adopting A Policy On Responding to Open Records Requests.

Submit this form to the Official Custodian of Records, District Manager, Chris Bieker at chris@utsd.org, or mailed to Mr. Bieker at P.O. Box 568, Estes Park, CO 80517, or delivered to Mr. Bieker at 2196 Mall Road, Estes Park, Colorado.

Please print legibly.

Date: ______________________

Requester Name: ____________________________________

Requester Company: __________________________________

Requester Mailing Address: ______________________________

City, State: ____________________________ Zip Code: __________

Requester Email: _________________________________

Requester Telephone: _____________________________

Information Requested: (Please be as specific as possible.)
_______________________________________________________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Property Address: (If request concerns records regarding a specific property.)
_______________________________________________________________________________

Method of Delivery: (Check One)

☐ Pick up at UTSD office ☐ Email ☐ Mail ☐ Other: ______________________