CHEYENNE COUNTY ASSESSOR'S OFFICE
PUBLIC RECORDS POLICY

It is the policy of the Cheyenne County Assessor's Office to provide public records as requested in a timely manner, in order of priority and deadlines. Our office is open Monday through Friday from 8:00 a.m. to 4:00 p.m., excluding holidays in which the courthouse is closed.

The preferred method of requesting public records of the Cheyenne County Assessor's Office is via mail or email, with the request form included, as this allows our office to document and track the requests we receive. If you choose to purchase our entire database, access to a FTP website or a similar file transfer service must be provided, as our database is too large to email. If you choose to email your requests to our office, please email both the County Assessor and the Deputy Assessor to ensure that your email is read. The County Assessor's email address is cheyassr@rebeltec.net and the Deputy Assessor's email address is depassr@co.cheyenne.co.us.

In order for the public to receive our data, we require payment (in the form of a check) to be sent to our office along with the completed "Information Request Form" and "Public Data Disclaimer", prior to providing our data and/or maps. All checks should be made payable to "Cheyenne County Assessor" and mailed to our office at P.O. Box 36, Cheyenne Wells, CO 80810.

The types of public records available, the format in which they can be received, and the cost are listed below.

Real Property Database - Assessment records in Excel or Access database format, delivered to the customer on their provided media (CD or FTP site). Data included: ownership, improvements, land, sales, situs location, and values. Cost = $550.00, prepaid.

GIS Shape Files and Database – Delivered to customer via their provided source of media, such as FTP site. Data included: .shp, .shx, .prf, .dbf, and assessment records in Access database format. Cost = $800.00, prepaid.

GIS Shape Files – Delivered to the customer via email or their preferred method. Cost = $250.00, prepaid. Only shapefiles are included: .shp, .shx, .prf, .dbf.

Individual Property Profile – Detailed information for assessment purposes. Information includes, ownership, situs, sales, legal, land, improvements, and value. Delivery method: Email at no charge; USPS at a cost of $2.00 per account, prepaid; Pick up at our location at a cost of $1.00 per account, payment due at time of pickup.

Mineral Card – General information for assessment purposes regarding surface ownership and severed mineral ownership, showing the interests owned in surface and minerals. The Excel files located in the folder are referenced by Township-Range. Within the Township-Range files, each section is referenced in separate tabs at the bottom of the spreadsheet. The mineral cards are accessible at no charge on our website, located toward the bottom of the page under the heading "Mineral Cards." We update our mineral cards on a monthly basis.

Other options for delivery: Email (preferred) at no charge; USPS at a cost of $2.00 per page, prepaid; Pickup at our location at a cost of $.75 per page, payment due at time of pickup.

Complete Mineral Card File – A zipped file containing the entire county mineral cards in Excel format. The Excel files located in the folder are referenced by Township-Range. Within the Township-Range files, each section is referenced in separate tabs at the bottom of the spreadsheet. This file is available for free download on our website under the heading "Mineral Cards."

Indexing Books of Vesting Documents – Covering the 1950s through 1995. These books may be researched at our office location but may not be removed from the office. Our office staff WILL NOT conduct research. We have transferred the information from the indexing books to an Excel format. The entire file is available at a cost of $50.00. Delivery methods include email, CD, or thumb drive provided by the customer. Individual requests for a specific section, township, and range will be charged a copy rate of $0.75 per page.

Our Web Site:
Information can be found on our website at: co.cheyenne.co.us/departments/assessor.html

Online Property Information T – The records search features are located at the top of the page. Search options include the ability to search by owner's name (last name first), account (parcel) number, property address, and/or Section, Township, and Range. The Parcel Search is for surface ownership only. The data on the website is updated on a monthly basis.

Sales Information; – Mineral, rural, and town sales are available on our website in Excel spreadsheets. These are located toward the bottom of our website under the heading "Cheyenne County Sales."
At the bottom of each sales spreadsheet is a tab for each year we have made available. We update this information on a monthly basis.

Additional Information available at our office:

Historical Mineral Hard Cards are available for viewing at our office location. We have made every attempt to transfer information from these cards onto the computer system which is reflected in the sales information portion of the property profile. Some cards may contain written data on the reverse side of the card that is historical data. Our office staff WILL NOT review the back of the cards for an individual to determine if the card should be copied. All inquiries to these cards will be made in person, they are not available by email or phone request. Standard copy charges apply.

Resurvey Plat Maps or Quad Maps are available for viewing at our office location. They are not available by email or phone request. Standard copy charges apply.

DISCLAIMER: All information, maps, ownership, property data, land data, etc. is for ASSESSMENT purposes only and should NEVER be used as a source for legal purposes.

DISCREPANCIES: We welcome notifications of discrepancies involving property ownership, title, property data, and acreage. Our office will research reported discrepancies to verify their accuracy and make corrections as appropriate, based on the priorities and workload of the office at that time. Please be aware that the Cheyenne County Assessor's Office is subject to statutory deadlines, which must take precedence over the review of other reported discrepancies.

CHEYENNE COUNTY ASSESSOR'S OFFICE

Office: (719) 767-5664

OPEN RECORDS REQUEST FORM

PERSON MAKING REQUEST	
NAME	
MAILING ADDRESS	
PHONE	
EMAIL	

TYPE OF REQUEST	DATE OF REQUEST
PROPERTY PROFILE – REAL PROPERTY	
MINERAL CARD	
GIS SHAPE FILES WITH DATABASE	
REAL PROPERTY DATABASE	
COMPLETE MINERAL CARD EXCEL FILE	
COMPLETE INDEX BOOK 1952 TO 1995 IN EXCEL FORMAT	
PROPERTY OWNERSHIP PLAT BOOK W/ ADDRESSES	
DATA SPECIFIC REPORT	
11 X 17 COUNTY ROAD MAP	

PREFERRED DELIVERY OF REQUEST			
DELIVERY METHOD	SELECTION	DATE OF DELIVERY	FULLFILLED BY
EMAIL			
MAIL			
FAX			
PICKUP			
CD			
FTP SITE			
THUMB DRIVE			
CD'S, FTP SITE, OR THUMB DRIVES WILL NOT BE PROVIDED BY THE COUNTY. THE REQUESTER IS RESPONSIBLE FOR PROVIDING THE NECESSARY MEDIA OR FILE TRANSFER ACCESS FOR DELIVERY USING THESE METHODS.			

Request Details – Please indicate the address, legal description, and owner's name for requests of Profiles or Mineral Cards. For specific data, please indicate what information you would like to appear in the report.

PLEASE SEE OUR PUBLIC RECORDS POLICY FOR A BREAKDOWN OF FEES

Cheyenne County Assessor's Office

51 South 1st Street - PO Box 36
Cheyenne Wells, CO 80810
Office: (719) 767-5664

To whom it may concern:

The Cheyenne County Assessor's office agrees to send our county's database and GIS shapefiles if, and only if, _____ (company name) agrees to the following disclaimer.

The requested information will be transmitted via electronic mail messages sent from Cheyenne County Assessor's Office, referencing the below disclaimer, and any documents that may be attached.

1) The data is intended only for the person, persons, entity, or entities to which it is addressed.
2) Maps and data should not be used as legal descriptions for any legal conveyance or transaction, as our records are for assessment and reference purposes only.
3) Data contains confidential and/or privileged materials.
    a. In the case of confidential and/or privileged materials, any review, retransmission, dissemination or other use of or taking of any action in reliance upon this data, by persons or entities other than the intended recipient may be the subject of legal action.
4) CHEYENNE COUNTY IS FURNISHING THE DATA ON AN "AS IS" BASIS, WITHOUT ANY SUPPORT WHATSOEVER, AND WITHOUT MAKING ANY REPRESENTATION OR WARRANTY, INCLUDING BUT NOT IN ANY MANNER LIMITED TO, FITNESS FOR ANY PARTICULAR PURPOSE, MERCHANTABILITY, OR THE ACCURACY AND COMPLETENESS OF THE DATA.
5) The user acknowledges and accepts all inherent limitations of the maps and data, including the fact that the maps and data are dynamic and in a constant state of maintenance, correction and revision. No liability is assumed for the accuracy of the data delineated on any map, either expressed or implied.
6) If you receive an e-mail in error from Cheyenne County Assessor's Office, please:
    a. Contact the sender.
    b. Delete the material from your computer.

If you agree to the above terms and conditions, please sign and return this agreement to the Cheyenne County Assessor, Lacey Welsh, via email at cheyassr@rebeltec.net.

_____ (Company Name) agrees to the terms and conditions of the above stated disclaimer, and understands that Cheyenne County will take legal action if any violations of these terms have been discovered.

_____	_____	_____
Signature	*Print Name*	*Date*

Lacey Welsh, County Assessor
cheyassr@rebeltec.net

Samantha Bogenhagen, Deputy Assessor
depassr@co.cheyenne.co.us