



Town of Ignacio  
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## REQUEST FOR INFORMATION

Pursuant to the Colorado Open Records Act

**PLEASE PRINT**

NAME: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

### INSTRUCTIONS

Indicate the information you desire and/or list each requested document. Please be as specific as possible. Allow three (3) working days for search of the records.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Charges:

_____	Copies: \$.20 per page (up to 11"x17")	_____
_____	Research: \$25.00 per hour (1 hour minimum)	_____
_____	Electronic format: \$1.00 + compilation time	_____
_____	Scanned: \$1.00 + compilation time	_____
_____	Printed and scanned: \$1.00 + data compilation time + paper copy fee	_____
_____	Video: \$1.00 + data compilation time	_____
_____	Required Deposit: estimated cost of work	_____

Request completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Request denied by: \_\_\_\_\_ Date: \_\_\_\_\_

Date Deposit Received: \_\_\_\_\_ Initials: \_\_\_\_\_

Date Payment Received: \_\_\_\_\_ Initials: \_\_\_\_\_