

Town of Ignacio
540 Goddard Avenue ◆ PO Box 459
Ignacio, CO 81137
970-563-9494
townofignacio.colorado.gov

REQUEST FOR INFORMATION

Pursuant to the Colorado Open Records Act

PLEASE PRINT. INCOMPLETE OR ILLEGIBLE REQUESTS WILL NOT BE HONORED.

NΑ	ME: DATE OF REQUEST:	_			
ADDRESS:					
PH	PHONE:				
SIC	SIGNATURE:				
	INSTRUCTIONS Indicate the information you desire and/or list each requested document. Be as specific as possible. Town staff will reach out to you for clarification prior to denying the request. Allow three (3) working days for search of the records. The estimated cost of work, based on the research fee established by C.R.S. 24-72-205(6), must be received by the Town of Ignacio prior to the commencement of work.				
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OFFICE USE ONLY

Quantity:	Description:	Charges:	
	Copies: \$.20 per page (up to 11"x17") Research: \$41.37 per hour Electronic format: \$1.00 + compilation time Scanned: \$1.00 + compilation time		
	Printed and scanned: \$1.00 + data compilation tin		
	Video: \$1.00 + data compilation time Required Deposit: estimated cost of work		
Request con	npleted by:	Date:	
Request den	ied by:	Date:	
Date Deposi	t Received:	Initials:	
Date Payme	nt Received:	Initials:	