Submitted:

Received by Clerk:

Deadline:

Extension:

Fees:

Fulfilled:

Colorado Open Records Act Request Form

The first hour of research and retrieval is free and you will be charged thereafter at $33.58/hr in 30 minute increments. You will be contacted before any paid time is incurred with an estimated cost and request a required deposit to continue the records request. Black and white 8.5 x 11 copies will be charged at $0.25/page

Please read the Town of Paonia's Colorado Open Records Act Public Records Request Policy for more information on submission, response, procedure, and fees.
Please make sure there is at least one current and legible way to contact you for any questions the Town Clerk may have to help in your request.

Name:_____ Date:_____ Phone:_____

Mailing Address (if applicable):_____

Email Address (if applicable):_____ Physical or PDF:_____

This form is for requesting already existing records and does not apply to Criminal Justice Records which must be requested directly from the Paonia Police Department. To facilitate the search, please be as specific as possible in describing the requested document(s).

Number of Copies	Document Name or Detailed Description

C.R.S. 24-72-201 to 24-72-309

Note: The Town Clerk will deem the request received on the next business day after submittal.