

Town of Paonia

Colorado Open Records Act

Public Records Request Form

Front Desk: _____

Received by Clerk: _____

Deadline: _____

Extension: _____

Fee(s): _____

Fulfilled: _____

All requested information shall be charged at 35¢ per page and will be available three (3) business days after the submitted written request is received unless otherwise notified.

Should the request be substantial in time or volume (more than 25 pages) or involve an archive search, an hourly research fee of \$33.58 per hour shall be charged in 30-minute increments.

To facilitate the search, please be as specific as possible in describing the requested document(s).

Number of Copies	Document Name or Detailed Description

Name: _____ Date: _____

Address: _____ Telephone: _____

In Office Hard Copy PDF – E-mail Address: _____

Note: The request is considered received when received by the Town Clerk.