

CITY OF CRAIG OFFICE OF THE CITY CLERK 300 West 4th Street Craig, CO 81625 (970) 826-2008

Public Information Request

Please list specifically what documents you want reproduced and in what form. Pursuant to §24-72-203 C.R.S. three (3) working days may be allowed for a search of the records. If the request is substantially large, an extension of seven (7) working days is permitted. You will be notified prior to the three (3) days of any extension and all estimated costs.

Requester Name:		Date:	
Mailing Address:			
Email Address:		Phone:	
Detailed description of records requested:			
Fee Schedule:			
Copies		ree, then \$.25 each	A page is defined as one side of
Certified Copies	\$2.00 each		one page up to a paper size of 8.5" x 14"
Research and Retrieval	After first hour, \$33.58 per hour or portion thereof in 15-minute increments		
Information Transfer to computer media	\$30.00 each		May also include Research & Retrieval fees
Council meeting CD	\$5.00 each		CD's are maintained only 6 months after the meeting minutes are approved
Budget book or other large publication	Varies		Charge is based on City's cost to produce the publication
Postage & Packaging for mailing Varies Actual cost will be assessed For Internal Office Use:			
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Date request completed:		Amount prepaid: \$	
Approved: Denied: If denied, provide reason(s):		Balance due before release:\$ Total Amount paid: \$	

City Clerk