

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	First 10 pages fr	ee, then \$.25 each	A page is defined as one side of one page up to a paper size of
Certified Copies	\$2.00 each		8.5" x 14"
Research and Retrieval	After first hour, \$ portion thereof in 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:			
Date request completed:		Amount prepaid: \$	
Approved: Denied: Denied: If denied, provide reason(s):		Balance due before release:\$	
ii defiled, provide reason(s).			Total Amount paid: \$

City Clerk