



**Request for Records  
Pursuant to the Colorado Open Records Act**

Date of Request: \_\_\_\_\_ Time: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Specific description of desired record(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

The Town of Mancos has an Administrative Regulation relative to Open Records Requests (resolution 2, series 2001). The first four pages are free, per requestor, annually, and additional pages are \$1.00 each.

Response Date: \_\_\_\_\_ Response Time: \_\_\_\_\_

Method of Delivery: \_\_\_\_\_

Number of pages: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

By: \_\_\_\_\_

Denial of request and basis for denial: \_\_\_\_\_

\_\_\_\_\_

Pursuant to the Colorado Open Records Act, the Town of Mancos has 72 hours in which to respond to this request.

117 North Main Street • P.O. Box 487 • Mancos, Colorado 81328  
Phone (970) 533-7725 • Fax (970) 533-7727  
www.mancoscolorado.com