



**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.

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