

TEMPLATE 01 • COLORADO PUBLIC RECORDS

CORA request

For counties, towns, school districts, and any non-police agency

WHEN TO USE THIS

Use for county commissioners, county administration, finance, town clerks, school districts and special districts. Do not use it for a sheriff's office or a police department, those go to template 02.

BEFORE YOU SEND – FILL IN EVERY ONE OF THESE

- ☐ Subject In Five Words
- ☐ Agency
- ☐ Name Of Custodian
- ☐ Your Name Or Project Name

WHAT THE LAW GIVES YOU

CORA DEADLINE

Three working days. Up to seven more only with written notice of extenuating circumstances. C.R.S. 24-72-203(3)(b)

FEES

First hour of research and retrieval is free. After that the cap is \$41.37 per hour. C.R.S. 24-72-205(6)

CCJRA DEADLINE

None. But a denial requires written grounds within seventy-two hours on request. C.R.S. 24-72-305(6)

COST

No filing fee. No reason, residency or affiliation required.

HOW TO SEND IT

Copy the letter on the next page into an email, fill in every highlighted field, and send it to the agency's custodian of records. Keep your sent copy and calendar the deadline the day you send it. If the deadline passes, use template 04. If you are denied, use template 05 the same day.

THE LETTER

Everything highlighted below must be replaced before you send this. Delete nothing else. The statutory citations are what make the request enforceable.

Subject: Colorado Open Records Act request - [SUBJECT IN FIVE WORDS]

[NAME OF CUSTODIAN OR "Custodian of Records"]

[AGENCY]

[EMAIL]

Dear [NAME OR "Custodian of Records"],

This is a request under the Colorado Open Records Act, C.R.S. 24-72-201 et seq.

I request copies of the following records:

[LIST THE RECORDS. NUMBER THEM. ONE ITEM PER LINE. BE SPECIFIC ABOUT WHAT THE DOCUMENT IS AND GIVE A DATE RANGE. IF YOUR LIST IS LONG, PUT IT IN AN ATTACHMENT AND WRITE "See attached list."]

FORMAT

Please provide records electronically. Where a record is maintained in a searchable or sortable digital format, I request it in that format rather than as a scan or printout, pursuant to C.R.S. 24-72-203(3.5).

FEES

Please provide a written cost estimate before performing any billable work, and do not incur charges beyond the statutory first free hour without my written approval. C.R.S. 24-72-205(6).

PARTIAL RECORDS

If any portion of a record is withheld, please produce the remainder and identify what was withheld and on what basis.

IF DENIED

If any part of this request is denied, please provide a written statement of the grounds for the denial citing the specific statutory provision relied on, as provided in C.R.S. 24-72-204(4).

IF YOU ARE NOT THE CORRECT CUSTODIAN

Please tell me who is, and forward this request to them.

RESPONSE

I understand the response period is three working days, and that any extension of up to seven additional working days requires written notice that extenuating circumstances exist. C.R.S. 24-72-203(3)(b).

I am happy to narrow the scope if that reduces the burden. Just tell me what is making this expensive or slow and I will work with you on it.

Thank you,

[YOUR NAME OR PROJECT NAME]

[EMAIL]

[PHONE]

[DATE]

END OF TEMPLATE 01 · PAGOSATransparency.org