

TEMPLATE 02 • COLORADO PUBLIC RECORDS

CCJRA request

For a sheriff's office or police department, filed under both statutes

WHEN TO USE THIS

Use for any law enforcement agency. It files under both the Criminal Justice Records Act and the Open Records Act on purpose, so that contracts and invoices are not treated as discretionary criminal justice records by default.

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)

CCJRA DEADLINE

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

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)

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: Records request - [SUBJECT IN FIVE WORDS]

[NAME OF CUSTODIAN OR "Custodian of Records"]

[AGENCY]

[EMAIL]

Dear [NAME OR "Custodian of Records"],

This is a request for records under the Colorado Criminal Justice Records Act, C.R.S. 24-72-301 et seq., and, in the alternative, under the Colorado Open Records Act, C.R.S. 24-72-201 et seq., to the extent any responsive record is an administrative or business record rather than a criminal justice record.

I request copies of the following:

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

RECORDS OF OFFICIAL ACTION

To the extent any responsive record is a record of an official action as defined at C.R.S. 24-72-302(7), I note that inspection of those records is not discretionary.

CONTRACTS AND ADMINISTRATIVE RECORDS

Procurement records, contracts, purchase orders, invoices, budget documents, policies and vendor correspondence are administrative records of the agency's own business and are subject to CORA. I ask that they be processed under CORA and its three working day response period rather than treated as discretionary criminal justice records.

FORMAT

Please provide records electronically. Where a record is maintained in a searchable or sortable digital format, including any audit log or query export, I request it in that native format rather than as a scan or printout.

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.

REDACTION RATHER THAN WITHHOLDING

If a record contains material you believe must be withheld, please redact that material and produce the remainder, and identify what was redacted and the basis for it. A record is not exempt in full because part of it is.

IF DENIED

If access to any record is denied, I hereby request a written statement of the grounds for the denial pursuant to C.R.S. 24-72-305(6). I understand that statement must be provided within seventy-two hours and must cite the law or regulation relied on, or describe the general nature of the public interest being protected.

IF YOU ARE NOT THE CORRECT CUSTODIAN

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

I am happy to narrow the scope if that reduces the burden. Please tell me what is driving the cost or the delay and I will work with you on it.

Thank you,

[YOUR NAME OR PROJECT NAME]

[EMAIL]

[PHONE]

[DATE]

END OF TEMPLATE 02 · PAGOSATransparency.org