

## TEMPLATE 04 • COLORADO PUBLIC RECORDS

# Follow up

When the response deadline passes and nothing arrives

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## WHEN TO USE THIS

Send this the working day after the deadline, not a week later. Attach or quote your original request. Use the CORA paragraph or the CCJRA paragraph, not both.

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## BEFORE YOU SEND — FILL IN EVERY ONE OF THESE

☐ Original Subject Line

☐ Today'S Date

☐ Date Sent

☐ Your Name Or Project Name

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## 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.

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## 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: Re: [ORIGINAL SUBJECT LINE] - response period has passed**

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[NAME],

On [DATE SENT] I submitted the request below. As of today, [TODAY'S DATE], I have not received a response.

[USE THE CORA PARAGRAPH OR THE CCJRA PARAGRAPH, NOT BOTH]

CORA VERSION: Under C.R.S. 24-72-203(3)(b) the response period is three working days. An extension of up to seven additional working days is available only where extenuating circumstances exist and the custodian gives written notice of that fact. I have received no such notice. Please confirm today either that the records are being produced, or that you are claiming an extension and on what grounds.

CCJRA VERSION: I understand the Criminal Justice Records Act does not set a fixed response period. I am asking for a status update in writing: whether responsive records exist, whether you intend to produce them, and if not, the grounds for denial. If access is being denied in whole or in part, I renew my request for a written statement of the grounds under C.R.S. 24-72-305(6).

Please also tell me:

Whether responsive records exist.

Who the custodian is, if not you.

Any anticipated fee, before it is incurred.

I would rather resolve this by email than any other way. If something about the request is creating a burden, tell me what it is and I will narrow it.

Thank you,

[YOUR NAME OR PROJECT NAME]

[EMAIL]

[PHONE]

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END OF TEMPLATE 04 · PAGOSATransparency.ORG