



## Public Records Request Form

The following request is made under the Colorado Open Records Act:

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

Organization represented (if any): \_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Name of document(s) requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Preferred Method of Delivery: Mail / Email / Fax / Pick up / Other: \_\_\_\_\_

If the document name is unknown, provide a brief but specific description. Include dates, type of document, parties involved, etc. Broad, vague, or voluminous requests cause delays or may be denied.

If the records are available pursuant to law, the records will be made available for viewing within three working days. If extenuating circumstances exist so that the Custodian cannot gather the records within three working days, the period will be extended an additional seven working days. Please refer to the District's Colorado Open Records Act Policy for more information. The Policy is available at [www.cuchara.org](http://www.cuchara.org) or at the District's Office (719) 742-3108.

Documents cost \$0.25 per page unless actual costs exceed that amount, in which case, actual costs will be charged, plus staff time at \$30/hr if time involved exceeds 1 hour. All payments for public records must be received in advance of releasing the requested records and a deposit may be required.

\_\_\_\_\_  
Signature

**Filing Instructions:** Email, fax, mail or deliver the completed form to **Leslie Cordova**, Custodian of Records at: [admin@cuchara.org](mailto:admin@cuchara.org) / 719-742-3109 / 16925 State Hwy 12, Cuchara, CO 81055

For County Use Only

Request received by: \_\_\_\_\_ Date/ Time: \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_

Actual Cost: Copies \_\_\_\_\_ X 25¢ = \$ \_\_\_\_\_ Staff hours \_\_\_\_\_ X \_\_\_\_\_ (hourly rate) = \$ \_\_\_\_\_

Total Cost \$ \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_

Date request completed \_\_\_\_/\_\_\_\_/\_\_\_\_ By \_\_\_\_\_