

## **For Web:**

### **COLORADO OPEN RECORD REQUESTS (CORA)**

Pursuant to C.R.S. 30-1-103 and 24-72-205 the Clerk's office may charge for preparation and copies of requested document(s).

**Acceptance method:** CORA requests are accepted by the Clerk's office via fax or hard copy. E-mailed CORA requests often enter junk mail boxes because they can come from unrecognized addresses. Or an employee may not have access to e-mail within the 72 hour deadline to respond. It is in the requestor's best interest to deliver it in a method or in more than one method so that any deputy clerk could pick it up, notify necessary personnel and begin the process.

**Delivery method:** Documents are provided in paper or pdf format only. Documents provided under CORA are not provided in an editable format. If a requester is not present within the county and inspection of the paper documents in person is burdensome, the clerk may mail, fax, ftp or e-mail the documents.

**Fee:** If the request requires over 1 hour of time to prepare, the requestor will be charged \$30 per hour thereafter. The hourly fee of \$30 for the second hour and beyond will be charged in addition to the appropriate per copy or electronic image cost.

**Deposit may be required:** If we receive a request the office may estimate the hours to review and assemble the documents and require a deposit.

## **For Procedure Manual**

### **RECORD POLICY / OPEN RECORD REQUESTS**

Pursuant to C.R.S. 30-1-103 and 24-72-205 the Clerk's office may charge for preparation and copies of requested document(s).

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**Fee:** If the request requires over 1 hour of time to prepare, the requestor will be charged \$30 per hour thereafter. The hourly fee of \$30 for the second hour and beyond will be charged in addition to the appropriate per copy or electronic image cost.

**Deposit may be required:** If we receive a request the office may estimate the hours to review and assemble the documents and require a deposit. With a deposit, county resources are not spent prior to reimbursement on preparing for a document review that ultimately may not occur. Some requesters have canceled or not paid in the past after the requested records were processed for delivery.

**Employee Quick Reference:**

- Notify Clerk & County Attorney's Office
- Begin tracking time to locate, research, and print/copy the records
  - If less than 1 hour time, waive the charge
  - If more than 1 hour, calculate \$30 per hour for the second hour and beyond (first hour is provided at no charge)
- Add the copy fee
  - Copies are \$.25 per page for standard sized pages (up to 8.5" X 14")
  - Copies are \$.50 per page for non-standard sized pages
  - Copies are \$5.00 per page for plats
- Draft the notification to the requestor of the charge and time the records will be made available for inspection
- Obtain approval from the Clerk prior to sending