

FREMONT CONSERVATION DISTRICT
COLORADO OPEN RECORDS ACT (CORA) POLICY
C.R.S. 24-72-201 TO 24-72-309,
AMENDED SB 07-045 (04/07) AND HB 14-1193 (05/14)

Any person may make a written reasonable request to the Custodian of Records for copy(ies) of specific records that are eligible, or, make an appointment at a reasonable time to inspect specific records that are eligible according to the Colorado Open Records Act (CORA). Requested records are due to the requestor within 3 (three) business days unless extenuating circumstances apply, and, then within 7 (seven) business days. **Exempt files include:** Personnel files of employee's address, telephone number and financial information, and, Executive Session meeting.

There will be a charge of .25 (twenty-five cents) per page for copying for standard sized pages (8 ½" x 11"). Actual cost charges will apply for maps, oversized pages, duplication of CDs, audio recordings, flip drives, etc. There will be a charge of \$30.00 per hour (1st hour free) for research and retrieval of requested records. Deposit of \$30.00 required for large record requests, with total payment due before records are released.

Records will be sent to the requestor via best way determined by the Custodian of Records.

Fees will go up July 1, 2019, and, every July 1st every 5 (five) years thereafter.

A RESOLUTION TO ADOPT THIS AS THE COLORADO OPEN RECORDS ACT (CORA) POLICY FOR THE FREMONT CONSERVATION DISTRICT , AND, NAMING THE CURRENT DISTRICT MANAGER AS CUSTODIAN OF RECORDS WAS

ADOPTED, this 2nd day of July, A.D., 2014.

Attest: _____

Joan Adair, President

Fremont Conservation District

248 Dozier Avenue
Canon City, CO 81212
Phone (719) 275-4465 ext. 101

Board of Supervisors

Joan Adair, President

Rich Green, Member

John Sandefur, Secretary/Treasurer

Linda Stone, Vice President

Gary Ratkovich, Member

Request for Records Application

Name: _____ Phone Number: _____

Address: _____ E-Mail: _____

City: _____ State: _____ Zip: _____

Preferred Delivery Method

US Mail _____ E-Mail _____ In Person _____

Records Requesting:

Charges: _____ 8 1/2" x 11" pages X .25 per page \$ _____

_____ hours X \$30.00 per hour (1st hour no charge) \$ _____

Actual cost charges for maps, oversized copies, etc (see invoice
For specific charges) \$ _____

Total Due \$ _____

Notifications and Signatures

Signature of Requestor: _____ Date: _____

Signature of Custodian of Records: _____ Date: _____

Date notified of records ready (within 3 business days): _____ Via: _____

Date notified of extenuating circumstances (within 3 business days): _____ Via: _____

Date notified of records ready (within 7 business days): _____ Via: _____

Signature of Requestor of records received: _____

Records sent via: US Mail _____ E-Mail _____ In Person _____ Date: _____

(attach documentation if sent via US Mail or E-Mail)