



**RECORDS REQUEST FORM
COLORADO OPEN RECORDS ACT (CORA)**

Date: _____
Requestor's Name: _____
Organization represented (if any) _____
Address: _____
Tel. (incl. area code): _____ Fax (incl. area code): _____
E-mail: _____
Name of document(s) requested, including the Department where the document(s) are located:

Name of Requestor

FILING INSTRUCTIONS: You may fill out the electronic form and email it to agorgey@garfield-county.com. Otherwise, you may print the form, fill it out, and then file it by fax at (970) 384-5005, or by mail or in person to the Garfield County Attorney's Office, 108 8th Street, Suite 219, Glenwood Springs, CO 81601.

For Official Use Only:

Record request received by: _____ on _____ (date) _____ (time)
Date Ready: _____
No. of pages: _____
Date requestor was notified: _____
Date reviewed: _____
Time spent by staff assembling records request: _____
Estimated cost: _____
Date closed: _____

**INSTRUCTIONS FOR RECORDS REQUESTS
COLORADO OPEN RECORDS ACT (CORA)**

1. Provide a brief, but specific description of the documents or information requested noting the date of issuance and location of the document(s), if known. A request that is broad, vague or too voluminous may cause a delay in the time Garfield County can produce the records. If needed, please attach an additional page to list these items in detail.
2. All requests must be submitted to: Garfield County Attorney, 108 8th Street, Suite 219, Glenwood Springs, CO 81601; agorgey@garfield-county.com (email); (970) 384-5005 (facsimile)

All requests should include the following information (or use the form below):

Date of request

Company name

Your Name

Your address

Your telephone number

Name of document(s) requested, including the Department where the document(s) are located

3. If the records are available pursuant to C.R.S. § 24-72-201, *et seq.*, the records shall be made available for inspection within three working days. If extenuating circumstances exist so that the custodian cannot gather the records within the three-day period, the period shall be extended an additional seven (7) working days. The requestor shall be notified of the extension within the first three days of receiving the request. Please refer to Garfield County's Open Records Policy for complete information. The Policy is available at www.garfield-county.com or at the Garfield County Attorney's Office, 108 8th Street, Suite 219, Glenwood Springs, CO 81601; (970) 945-9150.
4. Upon receipt of the request, we will collect the records and notify the requestor. We will schedule a time for review and inspection of the records. Reviews will take place during regular business hours (Monday - Friday, 8:00 to noon and 1:00 to 5:00 p.m.) in the Garfield County Attorney's Office, 108 8th Street, Suite 219, Glenwood Springs, CO 81601, unless another location for the review is designated by the Garfield County Attorney's Office.
5. The requestor may take notes, bring tape recording devices and/or portable computers. Outside photocopiers or scanners are not allowed.
6. Requests for records which do not exceed ten (10) pages are provided free of charge. Copies of documents are 25¢ per page. Documents delivered electronically are 25¢ per page plus \$5 per CD, if a CD is requested. We do not accept credit cards and cannot bill for services. Although inspection of documents is free of charge, payment in the form of cash or check made payable to the Garfield County Treasurer must be made in advance. If actual costs exceed 25¢ per page, actual costs, including staff time, may be charged. Any fees charged in this policy will include the cost of redacting documents to excise legally privileged material.
7. In the case of a request for a computer printout other than word processing, the fee may be based on the recovery of the actual incremental costs of providing the electronic services and products together with a reasonable portion of the costs associated with building and maintaining the information system. Each department may also charge a reasonable hourly fee for the manipulation of data in order to generate a record in a form not used by Garfield County, if it elects to provide information in this manner.
8. You will be notified in advance of any such fee. We will commence no work of this type on your behalf without your prior approval and advance payment.
9. In the event requestor does not make arrangements for a review of documents, fails to appear for the review, or fails to prepay costs within ten working days of notification of the availability of records, the request will be deemed closed.

NOTE: It is a Class 1 Misdemeanor for a person to knowingly make a false entry or alter any public record or to destroy, mutilate, conceal, remove, or impair the availability of any public record. C.R.S. § 18-18-114. "Public record" is defined as all official books, papers, or records created, received, or used by or in any governmental office or agency.