



311 N. Henson St. Lake City, CO 81235 970-944-2225 administrator@hinsdalecountycolorado.us

## PUBLIC RECORD REQUEST (CORA)

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

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

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

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please indicate the information desired and/or list each requested document. Please be as specific as possible. Audio files can be copied to a CD or a supplied flash drive.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pursuant to 24-72-203 C.R.S., three (3) working days may be allowed for a search of records. This may be extended by seven (7) working days for extenuating circumstances, to include the records being in active use, in storage, or otherwise not readily available.

### Charges (to be completed by Administration Staff):

#### Paper copies:

First hour of staff time to complete request = free

Per page copy/scan fee = \_\_\_\_\_ pages at \$0.25 per page = \$ \_\_\_\_\_

Staff time = \_\_\_\_\_ hours (beyond the initial hour) x employee hourly rate (not to exceed \$30/hour) of \_\_\_\_\_ per hour = \$ \_\_\_\_\_

Audio recording: \$20 on CD or supplied flash drive.

-----

Total charge (must be paid before records are released) = \$ \_\_\_\_\_

\_\_\_\_\_

Staff Use Only: Date Received \_\_\_\_\_ Time Received \_\_\_\_\_

Date Completed: \_\_\_\_\_ Completed By: \_\_\_\_\_