

# **Colorado Open Records Request (CORA)**

**Harris Park Metropolitan District**

**2154 Shelton Drive, Bailey, CO 80421**

**303-816-7259 harrisparkinfo@gmail.com**

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

Person Requesting Records:

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

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Please transmit by \_\_\_ email, \_\_\_ U.S. Mail, \_\_\_ pickup, \_\_\_ inspection only.

TO: Administrator of Harris Park Metropolitan District – Gail Stokes

Pursuant to the Colorado Open Records Act § 24-72-201 et seq., I request that you make available for inspection and copying the following public records:

\_\_\_\_\_

\_\_\_\_\_

*Describe the records with enough detail for response. Attach a separate page if more space is needed.*

If you are not the custodian of records for this request, please forward this letter to the appropriate person or let me know which person(s) has custody of these records.

### **Fees for Document Request:**

For the necessary research, location, and retrieval of documents, there is a charge of \$30.00 per hour, with the first hour at no charge.

Copies in standard size and format may be charged at the rate of 25 cents per page. Copies for a format other than a standard page (such as photographs, large maps, printouts) will be charged at the actual cost of production.

**To Administrator:** Please set a date and hour, within three working days following receipt of this letter, at which time the records will be made available for inspection, as required by § 24-72-203(2), C.R.S. If access to these records will take longer, please cite the extenuating circumstances and let me know when I should expect copies or the ability to inspect the requested records.

If required, a deposit in the amount of \$ \_\_\_\_\_ for the above charges must accompany this completed form.

### **Administrator Use:**

Request received: \_\_\_\_\_, how received: \_\_\_\_\_

Requestor notified: \_\_\_\_\_ (documents ready for inspection/transmission)

Requester notified: \_\_\_\_\_ (Extension date)