

**Colorado Open Records Request (CORA) 2020**

**Harris Park Metropolitan District (HPMD)**

**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 – \_\_\_\_\_**

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.*

**SIGNATURE OF REQUESTOR:** \_\_\_\_\_

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. If necessary due to the volume of documents requested, HPMD may charge an estimated total charge for the retrieval if the number of hours will exceed 3 hours.

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)

Documents sent to Requestor \_\_\_\_\_ via \_\_\_\_\_

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