



ESTES VALLEY RECREATION AND PARK DISTRICT  
COLORADO OPEN RECORDS ACT  
REQUEST FORM

**Directions:** Please use this form to request records under the Colorado Open Records Act (“CORA”) (C.R.S. §24-72-201, *et seq.*). Return the form to the Custodian of Records by email to [info@evrpd.com](mailto:info@evrpd.com) or by mail or delivery to Custodian of Records, 660 Community Drive, Estes Park, Colorado 80517. Estes Valley Recreation & Park District’s CORA fees and policies are set out on page 2.

**Date of Request:** \_\_\_\_\_

**Contact Information:**

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

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Records Requested (attach additional pages if necessary)**

*Please be as specific as possible if the document name is unknown, provide a brief, specific description. Include dates, type of document, parties involved, etc. Broad, vague, or voluminous requests cause delays or may be denied.*

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

**Requested Method of Delivery (check one)**

- In-Person Inspection
- Printed Copy for Pick-Up
- Mail USB Flash Drive to Requestor
- Email to Requestor
- Mail Hard Copy to Requestor

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

**FOR DISTRICT USE ONLY:**  
Request Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Estimated Cost: \$ \_\_\_\_\_ Deposit Required: Y N Deposit Amount: \$ \_\_\_\_\_  
Actual Cost:  
# of Copies \_\_\_\_\_ x \$0.25 = \$ \_\_\_\_\_ # Non-standard size copies: \_\_\_\_\_ cost: \$ \_\_\_\_\_  
USB Flash Drive: \$ \_\_\_\_\_  
Staff hours: \_\_\_\_\_ x \_\_\_\_\_ (hourly rate) = \$ \_\_\_\_\_  
Total Cost: \$ \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_  
Date request completed : \_\_\_\_/\_\_\_\_/\_\_\_\_ Request completed by: \_\_\_\_\_

## **CORA POLICIES AND FEE SCHEDULE**

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**Timing of Fulfillment:** Requests will be fulfilled in accordance with applicable law. Generally, records requests will be fulfilled within three business days. If extenuating circumstances prevent a three-business-day turnaround, District Staff will provide a timing estimate within three business days. Please be advised that the District has limited Staff resources, and District offices are closed on legal holidays. Requests that are delivered to the District after business hours will be considered “received” on the following business day.

**Deposits:** The District may charge a deposit in an amount that approximates the cost of Hourly Fees (see below), production, and delivery prior to commencing work on a CORA Request.

**Fee Schedule:** In accordance with applicable law, the District charges the following fees to recoup a portion of its costs in fulfilling CORA Requests:

Hourly Fees for Research, Retrieval, and Administration.<sup>1</sup> The District charges **\$30/hour** for Staff time dedicated to research, records retrieval, redaction (in instances where such is required or otherwise in accordance with applicable law), database work, production / printing, and administration (collectively, “HOURLY FEES”) in response to a CORA Request. As provided by State law, **the District does not charge for the first hour.**

Fees for Hard Copies of Public Records. In addition to the Hourly Fee set forth above, the District charges the following amounts for hard copies and delivery of Public Records:

Paper, standard page (one sided print, up to 11” x 17”) ..... \$0.25 / page<sup>2</sup>  
Paper, oversized (larger than 11” x 17”) or large volume (including oversized maps and photographs, as well as other documents requested in a special size, resolution or format) sent out for creation, scanning, or copying by a third-party vendor due to limited District resources or equipment ..... Actual Vendor Charge

Fees for Electronic Copies of Public Records. In addition to the Hourly Fee set forth above, the District charges the following amounts for electronic copies of Public Records:

Documents in electronic format (only for records normally maintained in electronic format)..... No Charge  
USB Flash Drive (2GB) ..... \$2.50 per Flash Drive<sup>3</sup>

Fees for Delivery of Public Records. In addition to any other charges set forth above, the District charges the following amounts for delivery of copies of Public Records:

Electronic Delivery, or Inspection of Records at the District Administration Office..... No Charge  
U.S. Mail Delivery..... Actual Cost

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<sup>1</sup> See generally, C.R.S. § 24-27-205 *et seq.* for statutory authorization

<sup>2</sup> For standard pages, there is no charge for the first 20 (one-sided) pages

<sup>3</sup> If a larger capacity USB Flash Drive is necessary, the charge for the drive will be the actual cost to the District of Obtaining it. The District does not generally stock USB Flash Drives larger than 2GB, so responses to requests that require such drives may be delayed.