



NIWOT SANITATION 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 admin@niwotsanitation.com or by mail or delivery to Niwot Sanitation District, Custodian of Records, 7395 North 95th Street, Niwot, CO 80503. Niwot Sanitation 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.

Multiple horizontal lines for providing details on records requested.

Requested Method of Delivery (check one)

- Requestor selection options: 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, Actual Cost, # of Copies, USB Flash Drive, Staff hours, Total Cost, Amount Paid, Date request completed, Request completed by.

## **CORA POLICIES AND FEE SCHEDULE**

**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.

**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 CR reserves the right to levy a reasonable fee of \$ 1.37 per hour for research and retrieval services of requested documents. However, the first hour of research and retrieval services shall be provided at no charge.

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 ..... \$0.25 / page

The requestor may obtain copies of the requested records at a cost of \$0.25 per page, or for documents in non-standard formats, the actual duplication costs. Payment must be received in advance of releasing requested copies.

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

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