

COLORADO OPEN RECORDS ACT (CORA)

The district's research and retrieval fee is **25.00** per hour

INSTRUCTIONS FOR RECORDS REQUESTS 1. Please provide a brief, but very specific description of the documents or information requested noting the date of issuance and location of the document(s), if known. A request that is broad, vague, or too voluminous may cause a delay in the time PSWD can produce the records. If needed, please attach an additional page(s) to list these items in detail.

2. All requests must be submitted in writing as follows:

By mail or hand delivery: PSWD 183 Cree Ct Lyons, CO 80540

By email: pswdadmin@att.net

3. If the records are available pursuant to C.R.S. § 24-72-201, et seq., the records shall be made available for inspection within five working days. If extenuating circumstances exist so that the District Clerk cannot gather the records within the five-day period, the period shall be extended an additional seven working days. The requestor shall be notified of the extension within the first three days of receiving the request.

4. Upon receipt of the request, the District Clerk will collect the records and notify the requestor. A time for review and inspection of the records will be scheduled if the records cannot be delivered electronically. Reviews will take place (Monday – Friday, 10:00 a.m. – 3:00 p.m.) at the PSWD administrative office at the Fire Station, 61 Kiowa, Pinewood Springs, CO 80540, unless another location for the review is designated by PSWD.

5. Should the requestor wish to obtain copies of documents, the cost per page for hard copies is 35 cents per page except in the case of alternative formats (such as large format documents), actual costs will be charged. Payment in the form of cash, check, or money order made payable to PSWD must be made in advance.

6. In the case of a request for a computer output other than word processing, the fee may be based on the recovery of the actual incremental costs of providing the electronic services and products together with a reasonable portion of the costs associated with building and maintaining the information system. PSWD has established this rate at \$25.00/hour for the compilation of data and/or manipulation of data to generate a compliant record. If the records request can be completed in one hour or less, no data compilation fee will be charged. This fee includes the cost of redacting documents to protect legally privileged material. The requestor will be notified in advance of the estimate of any such fee. We will commence no work of this type on the requestor's behalf without prior approval and advance deposit.

District contact information for open records request is Gabriele Benson, 303.823.5345