

Request for Public Records in the Custody of Chaffee County Government

Your name: _____

Your organization (if applicable): _____

Your mailing address: _____

Your phone number: _____ Alternate: _____

Your email address: _____

Description of records requested: _____

Copies yes/no? If yes, format requested _____

Dates of records requested: _____

Signature of Requestor

Date

*Incomplete contact information could delay the response to your request.

*Overly broad or vague requests may lead to additional cost to the Requestor.

Any request must be submitted by hand or U.S. Mail to Chaffee County Attorney's Office, P.O. Box 699, 104 Crestone, Salida, CO 81201. We cannot accept email or faxed requests.

-----Office Use Only-----

Date received _____ Employee receiving request _____

Copy provided to _____ Dept. _____

Date/time response provided _____

Fees: Due \$ _____ Paid \$ _____

Chaffee County Public Records Requests

With certain exceptions, Colorado Law ("CORA") allows the public to inspect public records. The following procedures govern all public requests for access to public records in the custody of the Chaffee County government. Exceptions may apply in specific cases.

To assist in making the process as swift, inexpensive, fair and efficient as possible, anyone requesting public records should be aware of the following:

1. Any public records request must be made in accordance with these procedures and on the form provided on the County website or in the legal offices of the Chaffee County Government. Requests must be submitted by hand or U.S. Mail to the Chaffee County Attorney's Office.
2. Chaffee County can only produce records that are in existence and maintained by a government office. CORA does not require Chaffee County to compile data and create records or to select information or data from existing records.
3. Requests for copies of records in specific formats – e.g. pdf/cd/ paper – will be accommodated whenever possible, subject to exceptions stated in CORA. However, requests for records in specific formats may lead to additional costs. Requestors are encouraged to discuss format options with the County during the request process. Requestors may come to the County offices to inspect records at reasonable times.
4. Other laws pertaining to the confidentiality of information may apply to any request. Those laws may alter the availability of records, process and time limits relating to a request.
5. If the requestor has questions about the process, or is unable to identify with specificity the department or the records being sought, the requestor is encouraged to request assistance before making the records request by contacting Chaffee County Attorney's Office at 719 530-5591.
6. All requests for records **must** be specific as to the records sought and the relevant dates. Requests for correspondence must identify the parties to the correspondence. For any request that is vague or broadly stated the custodian may require the requestor to provide a more specific request.
7. If a request is sent via email to any email address, it will not be considered as received by the County and the statutory time for response to the requests will not begin until the custodian sends a written confirmation.
8. Contact information for the Chaffee County Attorney's Office: P.O. Box 699, 104 Crestone, Salida, CO 81201; 719 530-5591 or 719-530-5563.

Fees. Each County Department may have its own fee schedule for producing copies of records and you are encouraged to ask the department custodian about this at the time you request copies of records. For paper copies, fees shall not exceed \$.25 per standard page (8 ½ x 11). Fees for copies of records in other formats (e.g. cd, map, or tape) will be equal to the actual cost of the medium. Fees for certified copies and other records that are prescribed by law will be equal to the fee stated in the law.

A fee for research, retrieval of records and redaction of information that may not be produced will be charged at \$20 per hour unless a higher actual staff cost applies. The first hour of time will not be charged.

When possible, you will be contacted by the department custodian or the County Attorney's office during the production process to discuss production alternatives, fees and alternative format options prior to the time records are disclosed. However, depending upon a variety of factors relating to the size and nature of the request and the press of business within the County department, this may not be possible. You are therefore encouraged to take the initiative to address these issues at during the process.