



**Colorado Open Records Act (CORA)
Request Form**

Date: _____

Name of Requesting Party: _____

Contact Information: (phone and/or email address) _____

Request: (please be as specific as possible: _____

Document Review Preference: (if options are available)

- In person in County office/department
- E-mail
- Photocopy
- Other: _____

CHARGES:

A. Copies

- (1) \$.25 a page
- (2) Any request exceeding 100 pages may be contracted out to a local printer. Charges will then be based on printer's charges to Montezuma County at printer's rates in effect at time of copying.

B. Postage / Shipping

- (1) Actual Cost per USPS, Fed-X, UPS, or other rates in effect at time of mailing or shipping.

C. Employee Research fee

- (1) First 3 billable hours - \$25.00 an hour, per employee.
- (2) After 3 hours – Actual taxpayer cost including, but not limited to, employee salaries, benefits, overtime, compensatory time, holiday pay, mileage, and contract labor.

D. Deposit

- (1) Any request estimated to exceed \$200.00 will be required to submit a cash deposit or certified check in an amount determined by County staff based on estimated costs.

In order to limit charges, requests should be as specific as possible. Requestor is responsible for all charges incurred by Montezuma County including any unwanted information received due to the inability to make a specific request.