

# CUSTER COUNTY PUBLIC RECORDS REQUEST

All requests for public records of Custer County pursuant to the Colorado Open Records Act, also known as CORA (§24-72-112 through §24-72-402, C.R.S.), must be submitted in writing. Please read the instructions on the following page for additional information.

Requested by:

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone/Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

Delivery Method

E-Mail \_\_\_\_\_

Pick-up \_\_\_\_\_

Fax \_\_\_\_\_

Mail \_\_\_\_\_

Please be as specific as possible as to the information, documents, records and/or subject matter you are requesting. Please attach additional pages to this form if additional space is needed.

Please specify the date range for the information you are requesting.

---

## Office Use Only:

Received by:

Referred to:

Number of Pages:

Date Completed:

Time Spent:

Date Received:

Time Received:

Fee Paid:

Date Requestor Notified:

Date Closed:

## **INSTRUCTIONS FOR PUBLIC RECORDS REQUESTS PURSUANT TO COLORADO OPEN RECORDS ACT**

1. Please provide a brief but very specific description of the document(s) or information requested, noting the date of issuance and location or the document(s) if known. A request that is too broad, too vague, or too voluminous may cause a delay in the time the records can be produced.
2. All requests must be submitted in writing as follows:
  - a. By mail or hand delivery to Custer County Clerk & Recorder, 205 S. 6th Street/P.O. Box 150, Westcliffe Colorado 81252
  - b. By e-mail at [custerclerk@custercountygov.com](mailto:custerclerk@custercountygov.com)
3. If the records are available pursuant to §24-72-201, C.R.S., et seq., the records shall be made available for inspection within three (3) working days. If extenuating circumstances exist and the custodian cannot gather the records within the initial three-day period, said period shall be extended an additional seven (7) working days. If an extension is necessary, the requestor will be notified within the initial three-day period. Please refer to the Custer County Policy and Procedures Manual Concerning Compliance with the Colorado Open Records Act for further information. This Policy and Procedures Manual is available at [www.custercountygov.com](http://www.custercountygov.com).
4. Upon receipt of a request, staff will collect the records and notify the requestor. A time for review and inspection of the records will be scheduled. Reviews will take place during regular business hours (Monday through Friday, 8:00 a.m. to 4:00 p.m.) at the Custer County Court House in an office designated by staff.
5. The requester may take notes, bring a voice-recording device and/or a portable computer. The use of outside photocopiers or scanners is not allowed.
6. The requestor is referred to the Policy and Procedures Manual for detailed information concerning the specific fees that may be charged depending on the nature of the records requested.
7. In the event a requestor does not make arrangements for a review of documents, fails to appear for a scheduled review, or fails to pre-pay anticipated costs within ten working days of being notified of the availability of records, the request will be deemed closed.

**Note: It is a class 1 misdemeanor for a person to knowingly make a false entry or alter any public record or to destroy, mutilate, conceal, remove or impair the availability of any public record. §18-8-114, C.R.S. "Public Record" is defined as all official books, papers, or records created, received, or used by or in any governmental office or agency.**