By signing this form, I acknowledge that I have read and understand the fee schedule, the timeframe for response, and the reasons for which a request can be denied.

Applicant Signature _______________________________ Date __________________

Response time pursuant to the Colorado Open Records Law: 24-72-203 – The date and hour set for the inspection of records not readily available at the time of the request shall be within a reasonable time after the request. As used in this subsection (3), a "reasonable time" shall be deemed to be three working days or less. Such period may be extended if extenuating circumstances exist. However, such period of extension shall not exceed seven days. A finding that extenuating circumstances exist shall be made in writing by the custodian and shall be provided to the person making the request within the three-day period. ** Extenuating circumstances may be identified as: a broadly stated request that encompasses all or substantially all of a large category of records; the request is without sufficient specificity to allow the custodian reasonably to prepare or gather the records within the three-day period; or, A broadly stated request is made that encompasses all or substantially all of a large category of records and the agency is unable to prepare or gather the records within the three-day period because the agency needs to devote all or substantially all of its resources to meeting an impending deadline or period of peak demand that is either unique or not predicted to recur more frequently than once a month or so.

Access to and Denial of Records pursuant to the Colorado Open Records Law: Reference: 24-72-204 & 24-72-305.5
A custodian of a public record must allow the inspection of the record unless a specific ground for denial set out in CORA exists. These include cases where the inspection would be contrary to state or federal statute or federal regulation or is prohibited by court order. Certain records may be kept from inspection on the ground that disclosure would be contrary to the public interest. These include records of investigatory files kept by law enforcement and others, licensing examinations scores, and electronic mail addresses provided by a person to a state agency or political subdivision. Records of official actions and criminal justice records and the names, addresses, telephone numbers, and other information in such records shall not be used by any person for the purpose of soliciting business for pecuniary gain. The official custodian shall deny any person access to records of official actions and criminal justice records unless such person signs a statement which affirms that such records shall not be used for the direct solicitation of business for pecuniary gain.