



Colorado Open Records Act (CORA) Request

Name:

Telephone:

Mailing Address:

Street

City

State

Zip

Email Address:

Contact Preference: Phone
Email
Mail

Detailed Description of Requested Information:

(Attach separate sheet if additional space is needed.)

Requester's Signature

Date:

Fees:

The MRD will charge the requester .25 cents per standard physically printed or photocopied page. No per page fee will be charged for providing records in digital or electronic format.

In addition to records fees, the MRD will charge the requester \$41.37 per hour for research and retrieval. No charge will be imposed for the first hour of research and retrieval of public records, however.

Response Time:

Records will be provided to Requester within three working days, or the Official Custodian will provide the requester with written notice that extenuating circumstances exist and that the records cannot be provided within the three working days. Records will be made available within seven working days.

Montrose Recreation District Official fills out:

Date Requested:

Received LOG No.

For collection of information:

Routed to	Date	Date Reply Received
Routed to	Date	Date Reply Received
Routed to	Date	Date Reply Received

Actions Taken: 1)

2)

3)

Date Responded to Requester by Montrose Recreation District:

Date picked up by Requester (if hard copies provided):

Number of pages of response: Cost:

Amount Paid: Date Paid:

Montrose Recreation District Official Custodian

Authorized Signature

Date