



# Town of Bayfield

1199 Bayfield Parkway  
 P.O. Box 80  
 Bayfield, CO 81122  
 970-884-9544

All requests for public records of the Town of Bayfield pursuant to the Colorado Open Records Act, also known as CORA, (CRS 24-72-112 through 24-72-402), must be submitted in writing. Please read the instructions on the following page for additional information. Thank you.

<b>Requested by:</b>
Name:
Address:
City, State, ZIP:
Phone/Fax:
Email Address:
Delivery Method: Email Pick Up Fax Mail
Call to advise when request is ready for pick-up? _____ Number: _____

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

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

<b>Office Use Only</b>	
Received by: _____	Date Received: _____
Referred to: _____	Time Received: _____
Number of pages: _____	Fee Paid: \$ _____ Check# _____
Date completed: _____	Date requestor was notified: _____
Time Spent: _____	Date closed: _____

## **INSTRUCTIONS FOR RECORDS REQUESTS COLORADO OPEN RECORDS ACT (CORA)**

1. Please provide a brief, but very specific description of the documents or information requested noting the date of issuance and location of the document(s), if known. A request that is broad, vague or too voluminous may cause a delay in the time the Town can produce the records. If needed, please attach an additional page(s) to list these items in detail.

2. All requests must be submitted in writing as follows:

- By mail or hand delivery: Town of Bayfield, PO Box 80, Bayfield, CO 81122; or
- By email at: [kcathcart@bayfieldgov.org](mailto:kcathcart@bayfieldgov.org); or
- By fax at (970) 884-2195.

Note: If the request is delivered by mail, email or fax, it is always advisable to call 970-884-9544 to confirm that the request was received.

3. If the records are available pursuant to C.R.S. § 24-72-201, *et seq.*, the records shall be made available for inspection within three (3) working days. If extenuating circumstances exist so that the custodian cannot gather the records within the three-day period, the period shall be extended an additional seven (7) working days. The requestor shall be notified of the extension within the first three (3) days of receiving the request. Please refer to the Town of Bayfield's Open Records Policy for complete information. The Policy is available at [www.bayfieldgov.org](http://www.bayfieldgov.org) or at Town of Bayfield, PO Box 80, Bayfield, CO 81122.

4. Upon receipt of the 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 - Friday, 8:00 to 5:00 p.m.) in the Town Clerk's office, unless another location for the review is designated.

5. The requestor may take notes, bring tape recording devices and/or portable computers. Outside photocopiers or scanners are not allowed.

6. Should the requestor wish to obtain copies of documents, the cost per page for hard copies is 20 cents per page, or in the case of records of elected officials, as provided in Colorado Revised Statutes. If actual costs exceed 20¢ per page (such as large format documents) actual costs will be charged. Costs for providing records electronically are outlined in the Town of Bayfield public records policy. Payment in the form of cash, check or money order made payable to the Town of Bayfield must be made in advance.

7. In the case of a request for a computer output other than word processing, the fee may be based on the recovery of the actual incremental costs of providing the electronic services and products together with a reasonable portion of the costs associated with building and maintaining the information system. The Town has established this rate at \$25 per hour for the compilation of data and/or manipulation of data in order to generate a record in a form not used by the Town of Bayfield. If the records request can be completed in one hour or less, no data compilation fee will be charged. This fee includes the cost of redacting documents to protect legally privileged material. You will be notified in advance of the estimate of any such fee. We will commence no work of this type on your behalf without your prior approval and advance deposit.

8. In the event requestor does not make arrangements for a review of documents, fails to appear for the review, or fails to prepay costs within ten working days of notification 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. C.R.S. § 8-18-114. "Public record" is defined as all official books, papers, or records created, received, or used by or in any governmental office or agency.**