



COSTILLA COUNTY

"Where Colorado Began"

Costilla County Treasurer
PO Box 348
San Luis, CO 81152
719-937-7672 Phone
800-828-0109 Fax

COSTILLA COUNTY CORA POLICY

The Costilla County Public Trustee's/Treasurer's office makes every effort to have public information readily available on our website. If, however, the information you need is not available there, in order to pay for the cost of staff, we may charge for research and retrieval time necessary to respond to requests for records under the Colorado Open Records Act (CORA). Pursuant to C.R.S. §24-72-205(6), effective July 1, 2014, staff time may be charged at a rate not to exceed \$30.00 per hour. There shall be no charge for the first hour of time for research and retrieval of records.

When the office receives a CORA request, the office may estimate the research and retrieval time it will take to research and retrieve the records requested. The estimate of time and the appropriate fee may be provided to the requester before work is performed, to determine if the requester seeks to move forward with his/her request, understanding the associated cost. The custodian may require the requester to pay the fee before proceeding to research and retrieve the records. If the requester pays the fee based on the estimate and the time necessary to subsequently perform the research and retrieval of the records is less than the estimate, the Public Trustee/Treasurer shall give a refund to the requester.