

UPPER BLACK SQUIRREL CREEK GROUND WATER MANAGEMENT DISTRICT

1500 8TH STREET (office)

P.O. BOX 428 (mail)

CALHAN, COLORADO 80808

OFFICE (719) 347-0704 FAX (719) 347-9423

PUBLIC RECORDS REQUEST FORM (REV 11/2020)

The following request is made under the Colorado Open Records Statute:

Date: _____

Name: _____

Organization (if applicable): _____

Address: _____

City/State/Zip: _____

Phone No.: _____

E-mail: _____

Name(s) of Document(s) requested:

If the document name is unknown, provide a brief but specific description of the document or information requested (note date of issuance and category, if known):

Request for Copies (yes/no):

Yes (check one of the transmission options):

Please provide paper copies

Please provide the copies electronically

No

Please review the attached District policies and sign below:

Signed by: _____ Date: _____

The District's public records are governed by the Colorado Open Records Act (C.R.S. § 24-72-200.1 et seq.) ("CORA") and the following policies adopted pursuant to CORA (C.R.S. § 24-72-203(1)(a)):

Each request under CORA to review public records made, maintained, or kept by the District shall be submitted in writing using the attached Public Record Request Form and delivered via U.S. mail, hand delivery, or email to the District at:

Upper Black Squirrel Creek Ground Water Management District
Attn: Official Custodian (Tracy Doran)
P.O. Box 428 (mail)
1500 8th Street (hand delivery)
Calhan, CO 80808
Ubscgmwd@gmail.com

Requests must be specific as to the information requested. Broad, vague, or voluminous requests cause delays or may be denied as incomplete.

Requests for Email Communications: All requests for electronic mail records must include keywords and a date range that will enable a search and location of responsive records. A request for email communications without these details may be deemed incomplete and returned to the requested party as too broad, vague, or otherwise insufficient.

The District will respond to all complete public record review requests within three (3) working days unless the request for records is voluminous, overly broad and/or the records are not otherwise readily available within three (3) working days. In that case, the District will advise the requestor, in writing, within three (3) working days, that the records are not readily available and the District will have an additional seven (7) working days to produce the records or will make arrangements with the requestor to produce the documents as soon as is reasonable and practical. Note that the District's working days are Tuesday through Thursday.

Responsive records that qualify for public inspection under CORA must be reviewed at the District's office and may be viewed only in the room designated by the District. Records may be reviewed during the business hours of 9 A.M. to 3 P.M., Tuesday through Thursday, and only by prior appointment with the District. A requestor may not copy, scan, photograph, or otherwise reproduce records made available for inspection; instead, the requestor must request that the Official Custodian make copies as described below.

UNDER COLORADO LAW, § 18-8-114 C.R.S., IT IS A CLASS 1 MISDEMEANOR FOR ANY PERSON TO KNOWINGLY MAKE A FALSE ENTRY IN OR ALTER ANY PUBLIC RECORD OR TO DESTROY, MUTILATE, CONCEAL, REMOVE, OR IMPAIR THE AVAILABILITY OF ANY PUBLIC RECORD, "PUBLIC RECORD" IS DEFINED IN § 18-8-114 C.R.S. AS ALL OFFICIAL BOOKS, PAPERS, OR RECORDS CREATED, RECEIVED, OR USED BY OR IN ANY GOVERNMENTAL OFFICE OR AGENCY.

Request for Copies: If the requestor desires copies of public records, then the attached Public Record Request Form must be filled out and submitted to the District with a statement at the bottom of the form that the request is for copies of documents. The requestor must also indicate whether the request is for paper or electronic copies.

Cost and Payment for Copies/Fee for Research and Retrieval: Charges for copying will be \$0.25 per standard page, unless the actual cost exceeds that amount. For non-standard copies (such as maps and other documents with non-standard paper dimensions), charges for copying will be based on the actual cost of

copying as determined by the District. If copies are requested by electronic transmission, the District reserves the right to charge for the actual cost of delivery, if any. (Note: Some requested records may not be transmittable electronically).

Pursuant to CORA, the first hour of research and retrieval services is free. Thereafter, the District reserves the right to charge a reasonable hourly fee, **up to \$33.58 per hour (this amount is based on 2019 statute and may be amended pursuant to statute)**, for research and retrieval services. The hourly fee for staff time will be based on the estimated average salary and benefits paid by the District for the staff person involved.

All copying, research, and retrieval charges must be paid for by cash or check made payable to the "Upper Black Squirrel Creek Ground Water Management District." No credit cards are accepted and no billing of third party vendor services will be done by the District. The requestor will be notified when the copies are available for pick up.

Payment is due when the records are picked up or prior to mailing. If the request for copies of public records is substantial as determined by the District, the District reserves the right to require a deposit be made to cover the costs associated with the request, or to request a third party vendor make the copies.

No Waiver: Nothing in this form waives any attorney-client privilege, deliberative process privilege, or other privileges or law concerning records.

Personnel Information: If a person inspecting records finds a record that contains confidential personnel information or that is privileged and that should not have been disclosed by the terms of CORA, the person finding the record is requested to immediately inform the Official Custodian of the error and is requested to maintain the confidentiality of the information.

For District Use Only

Response date: _____

Method of response (mail, email, etc.): _____

Time Spent by the District in assembling the records request: _____

Number of Pages: \$ _____

Total Amount Due: \$ _____

Records request completed by (Name & Title):

_____ Date: _____

Denial of request and basis of denial (if applicable): _____

Other: _____