

# SAGUACHE COUNTY PUBLIC RECORDS REQUEST FORM

PLEASE PRINT

Name: Samuel Newton Date of Request: 08/08/2024

Address: MuckRock News, DEPT MR171300, 263 Huntington Ave

City: Boston State: MA Zip: 02115

Phone: 617-299-1832 Email: 171300-26877963@requests.muckrock.com

## Instructions

Indicate the records requested. Attach additional pages if necessary. Please be as specific as possible. Allow three (3) working days after submitting this form and the deposit for a search of the records. Per the State of Colorado Open Records Act C.R.S. 24-72-203(3)(b), the three day time may be extended up to an additional seven (7) working days if extenuating circumstances exist. Notification will be made within three (3) days of any extension and all estimated costs.

Please see next page for full request.

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Please select the format in which you would like to receive materials:

- View only, no copies requested. **Appropriate personnel will be scheduled to accompany you during viewing.**
- Hard copies/printouts
- Portable media\*
- Email attachment or link to cloud storage location\*
- Any of the above methods. Records Custodian is authorized to determine the most cost-efficient method and notify requestor.

\*Not all documents are stored electronically. The transmission method may be limited by size/type of electronic records. Data manipulation fees may apply.

Please select the method you prefer for notification when the records are available:

- USPS First Class mail
- Pick up the records.
- Contact by (circle one)    mail    phone    email ✓

I agree to pay the charges incurred in processing this request pursuant to the schedule of fees and charges currently in place, including, if necessary, any amounts exceeding the estimate. This request will be considered received when this form is complete and the deposit is paid. If no deposit is required, the request shall be considered received upon receipt by the Records Custodian.

Raj

For Samuel Newton

08/08/2024

Signature of requestor

Date

Return completed form to:  
Saguache County  
Administration  
505 3<sup>rd</sup> Street  
PO Box 100  
Saguache, CO 81149  
[admin@saguachecounty-co.gov](mailto:admin@saguachecounty-co.gov)  
fax 719-655-2635

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**For Staff Use Only**

Request Received by: \_\_\_\_\_ (printed name)

\_\_\_\_\_ (signature)

Date/Time: \_\_\_\_\_

Estimated charges:

Hard Copy:     \$ \_\_\_\_\_

Portable media (specify type) \_\_\_\_\_ \$ \_\_\_\_\_

Research, retrieval, and data manipulation fees:

This fee includes staff time needed for Research/Retrieval, Data Manipulation, or Redaction.

Total estimated hours: \_\_\_\_\_ If one hour or less there is no charge

Beginning with the second hour: \_\_\_\_\_ Hrs. @ \$30.00/hr. = \$ \_\_\_\_\_



To Whom It May Concern:

Pursuant to the Colorado Open Records Act, I hereby request the following records:

I am submitting a Colorado Open Records Act (CORA) request seeking access to specific documents related to your department's activities for the 180 day period preceding today, from Friday, February 9, 2024, to Wednesday, August 7, 2024. Specifically, I am requesting:

1. All records of CORA requests sent to your department during the specified 180 day period.
2. All records of CORA responses issued by your department in response to external requests within the same timeframe.
3. A copy of the fee schedule for processing CORA requests and any associated costs.
4. A copy of your department's open records policy for reference.
5. Correspondence in relationship to CORA requests sent between government entities.

Please include details such as dates, requestors' names, and request contents in the CORA records.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 3 business days, as the statute requires.

Sincerely,

Samuel Newton