



HARTSEL FIRE PROTECTION DISTRICT

Colorado Open Records Act (CORA) Request Form

Pursuant to C.R.S. § 24-72-201 et seq.

Requestor Information

Full Name: _____

Organization (if applicable): _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Records Requested

Please describe the records you are requesting as specifically as possible, including dates, departments, subject matter, addresses, incident numbers, or other identifying information.

Attach additional pages if necessary.

Preferred Method of Access

- Inspect records in person
- Electronic copies via email
- Paper copies by mail
- Other: _____

Date Range of Requested Records

From: _____ To: _____

CORA Request Fees

A **\$30.00 deposit** is required prior to processing this request.

The **first hour of research and retrieval is provided at no charge**. After the first hour, research, retrieval, review, and redaction time will be billed at **\$30.00 per hour** in accordance with Colorado Open Records Act provisions and District policy.

Additional copying or delivery charges may apply where permitted by law.



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Acknowledgment of Fees

By signing below, I acknowledge and agree to pay the required deposit and any applicable fees associated with this request.

Requestor Signature: _____

Date: _____

District Use Only

Date Request Received: _____

Received By: _____

Request Tracking Number: _____

Deposit Received: Yes No

Estimated Completion Date: _____

Estimated Additional Fees: _____

Disposition:

- Granted in Full
- Partially Denied
- Denied

Reason for Denial/Redaction (if applicable):

Submission Information

Please submit completed CORA requests to:

Hartsel Fire Protection District

PO Box 10

Hartsel, CO 80449

Email: admin@hartsselfire.org

Notice

The Hartsel Fire Protection District will respond to CORA requests within the timeframes established by Colorado law. Certain records may be exempt from disclosure under applicable statutes.