



CHEYENNE COUNTY CLERK & RECORDER

P.O. Box 567, 51 South 1st Cheyenne Wells, CO 80810 Website: www.co.cheyenne.co.us
Phone: (719) 767-5685 Fax: (719) 767-8730

Open Records Request Form

1. Requestor Information

Name: _____
Company or Group: _____
Mailing Address: _____
Telephone: _____ Fax: _____
Email Address: _____

2. Requested Records

Please be as specific as possible in describing the requested records. Include a date or date range, the subject matter and specific names of person or documents.

Records Requested: _____

3. The undersigned (requestor) hereby agrees to reimburse Cheyenne County for the reproduction costs associated with this Colorado Open Records Act (CORA) request as follows:

Per Page Cost: 25 cents (black and white copies only) or email. Cost for Audio: \$25 per meeting
Media: \$1 for CD, \$10 flash drive. For security purposes we cannot use your flash drive or CD.
Personnel: Varies by number of hours and hourly rate (will only charge personnel cost if gathering requested information takes more than 2 hours; will commence number of personnel hours after first 2 hours)
Payment Due Date: Payment is due prior to delivery of records
Method of Delivery: Mail, hand pick up, email; (requestor shall specify type of mailing process if mailed):

Requestor Signature: _____ **Date:** _____

For County Personnel Only

Record request received by: _____ on _____ (date) at _____ (time)
Date Ready: _____ Number of Pages: _____ Staff Hours: _____ @ \$ _____ (Rate)
Date requester was notified: _____ Method of delivery (mail, hand pick up, email): _____
Charge for mailing records: \$ _____ (Requestor shall specify type of mailing process if mailed)
Total Cost \$ _____ Payment Received: _____ (date) Type of Payment: _____

Signature of County Representative: _____ **Date:** _____

If the records are available pursuant to C.R.S. 24-72-201 et seq., the records shall be made available for viewing within three working days. The date of receipt is not included in calculating the response date. If extenuating circumstances exist so that the Custodian cannot reasonably gather the records within the three-day period, the Custodian may extend the period by up to seven working days. The requestor shall be notified of the extension within the three-day period.