

## **OPEN RECORDS REQUEST**

The Colorado Springs Urban Renewal Authority (CSURA) complies with public records inspection requests in accordance with the Colorado Public Records Act, Article 72 of Title 24. Public records are open for inspection by any person at reasonable times.

If public records requested are not in the custody or control of CSURA, the Applicant shall be notified of this fact. If known, the location of the records and who has custody or control of the records will be provided.

CSURA will charge a nominal fee in accordance with Colorado law for copies, production of a CD, and for time spent responding to such a request

The custodian of records shall respond within three (3) working days of receipt of the request. Such period may be extended if extenuating circumstances exist (per C.R.S. § 24-72-203(3)(b)), but the extension period shall not exceed seven (7) additional working days, unless mutually agreed by requester and the custodian of records.

COLORADO SPRINGS URBAN RENEWAL  
AUTHORITY  
PUBLIC RECORDS REQUEST

PLEASE PRINT

Name: \_\_\_\_\_ Date of Request \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**Instructions**

List each requested document and/or record. Please be as specific as possible. Allow three (3) working days for a search of the records. Per the Colorado Open Records Act (C.R.S. 24-72-203), if the request is substantially large or is maintained offsite, an extension of seven (7) working days is permitted. You will be notified within three working (3) days of any extension and all estimated costs.

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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
- CD\*
- Email\*

\*not all documents are available electronically. Data manipulation fees may apply.

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

- U.S. First Class Mail
- I will pick up the records. Contact me by (circle one) mail      phone      email
- Email (if records are available electronically)

Standard Fees and Charges

- Photocopies or printouts – 25 cents per 8½” x 11” standard black and white page or actual cost for documents larger than standard size.
- \$1.00 per 8½” x 11” standard size color page
- Document Certification -- \$2.00 per document in addition to the per page copy charge
- Research, Retrieval and Data Manipulation Fees -- \$24.00 per hour of time spent
- Data Manipulation per C.R.S. 24-72-205(3) - Actual Cost
- Emailed Record production - No charge beyond cost for researching, retrieving and performing data manipulation
- Audiotape, Videotape or other Magnetic Tape - Actual Cost
- Onsite Document Inspection - \$24.00 per hour of staff time
- Postage - Actual Cost
- Research, Retrieval and Data Manipulation Fees -- \$ 30.00 per hour of time spent for every hour after the first full hour, which shall be at no charge.

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 estimates set forth above. 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 custodian of records of CSURA, or the custodian’s designee.

\_\_\_\_\_  
**Signature of requester**

\_\_\_\_\_  
**Date and time of request**

\_\_\_\_\_  
Estimated Charges

Hard Copy: \_\_\_\_\_ Copies @ 25 cents per page \_\_\_\_\_

CD: \_\_\_\_\_ Copies @ \$5.00 each \_\_\_\_\_

Other \_\_\_\_\_

Retrieval and Research: \_\_\_\_\_ hours X \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_

Deposit required \$ \_\_\_\_\_

One-half of estimate, if in excess of \$30.00  
100% if a large request