



HEALTH DEPARTMENT

Serving Crowley & Otero Counties

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OPEN PUBLIC RECORDS REQUEST APPLICATION

The following information shall be required for all open records requests. An open records request must be in writing and contain at least the following information:

✓ **Requestor's name:** _____

✓ **Name of the requestor's organization, if any:** _____

✓ **Requestor's mailing address, e-mail address, and phone number:**

✓ **A statement identifying the specific public record(s) being requested:**

✓ **A statement regarding whether the requestor wants to schedule an inspection of available records, or whether she/he wants copies of available records in lieu of inspection:**

✓ **A statement clearly identifying the request as a Colorado Open Records, or "CORA" request:**

✓ **Additional information (if necessary):**

Requestor's Signature

Date

- ✓ This application is based upon Otero County Government Resolution #2014-011 and the operational policies and procedures for disclosure of open records to the public, and is subject to change.
- ✓ All open records requests made to the Otero County Health Department (OCHD) and the fulfillment or denial of said requests shall be consistent with current Otero County Government open records operational policies and procedures.
- ✓ Pursuant to Colorado Revised Statutes (CRS) 25-1-509 (1)(f), the Public Health Director (also known as Executive Director) is the custodian of all records for OCHD.
- ✓ Requests that do not contain the above information will not be accepted. If a request is made verbally, the requestor will be asked to put his/her request in writing. As a general rule, the more specific the request, the more likely the custodian will be able to locate available records that correspond to the request, and the more likely fees will be reduced. For any request that is broad or vague, the custodian may require the requestor to provide a more specific request.
- ✓ Open records requests may be submitted in person, via regular mail, or via facsimile to the official custodian, using the contact information contained in the letterhead above. Requests submitted via e-mail are discouraged. The reason for this is because of the action(s) of spam filters and/or inactive or incorrect email accounts, the custodian cannot guarantee receipt of an electronic e-mail request.
- ✓ The fee for a copy, printout or photograph shall be \$0.25 per standard page (8 1/2" x 11 "). For documents in non-standard format (larger than 8 1/2" x 11 "), the actual cost of providing a copy, printout, or photograph of the record will be charged. Where the fee for a certified copy or other copy, printout, or photograph of a record is specifically prescribed by law, the specific fee shall apply. In addition to the \$0.25 per page fee, the requestor may be charged a reasonable research and retrieval fee based on the actual cost of responding to the request, including the staff time of gathering, preparing, reviewing, redacting to excise any privileged material, and copying available documents. In such event, staff time will be charged at the rate of \$30.00 per hour after the first hour of time has been expended.

Review by County's Legal Counsel

The County's Legal Counsel has reviewed this request and determined the following (check one):

- : The requested record(s) are not subject to disclosure; or
- : The requested record(s) are subject to disclosure which requires redaction of certain information; or
- : The requested record(s) are subject to full disclosure.

Legal Counsel's Signature

Date

Action taken by Custodian of Record

The Custodian of Record has responded to the request as follows (check one):

- : The requested record(s) will not be disclosed because of the following:

- : The requested record(s) are subject to disclosure which requires redaction of certain information because of the following:

- : The requested record(s) will be fully disclosed.

Custodian's Signature

Date