



TOWN OF RIDGWAY
COLORADO OPEN RECORDS ACT (CORA) - INSTRUCTIONS FOR PUBLIC REVIEW

1. An appointment should be made to review files.
2. File requests can be submitted in writing by letter, fax, email, or requested by telephone to:
Town of Ridgway
c/o Pam Kraft, Town Clerk
Address: 201 N. Railroad Street
PO Box 10
Ridgway, CO 81432
Phone: 970-626-5308 x211
Email: pkraft@town.ridgway.co.us
- ❖ All requests should include the following information, if applicable, (or use form on Page 2):
 - i. Date of request
 - ii. Company name (if applicable)
 - iii. Requestor name
 - iv. Requestor address
 - v. Requestor telephone number
 - vi. Requestor email address
 - vii. Whether Requestor will (A) review records at the Ridgway Town Hall; (B) pick up copies of records from Town Hall; or (C) to the extent possible, have the records electronically delivered.
3. Upon receipt of the request, the Town has three (3) business days to gather the requested information. If extenuating circumstances exist, then the Town has up to seven (7) business days to gather the requested information, or a reasonable time period as defined in the Colorado Open Records Act. After all information is collected, the Requestor shall be notified and a time shall be set for Requestor to either pick up records or review records at Town Hall.
4. With an internal review of records, the Requestor may take notes, bring tape recording devices and/or portable computers. Outside photocopiers are not allowed. Files shall be reviewed on the premises.

For the reproduction of materials, please see the attached fee schedule (the "Fee Schedule"). Any copying jobs over 50 pages may go to an outside copy service and will be available for pick up or mailing within three (3) business days, with reproduction costs set by the outside copying service. Payment in the form of cash or check must be made at the time the copies are received in person or prior to mailing. A fifty percent (50%) deposit is required prior to embarking on any work on all requests requiring more than one (1) hour of research and/or preparation of documents. We do not accept credit cards.



TOWN OF RIDGWAY
COLORADO OPEN RECORDS ACT (CORA) - REQUEST FOR INFORMATION FORM

Date:

Requestor Name: _____

Company Name: _____

Requestor Address: _____

Telephone Number: () _____

Email Address: _____

Requestor will review records at Town Hall, pick up copies of records from Town Hall; or have records electronically delivered.

Request:

Date Ready: _____

Requested: _____

Found: _____

Files: Type: _____

Date Reviewed: _____

The undersigned hereby agrees to reimburse the Town of Ridgway for the reproduction costs associated with this Colorado Open Records Act request in accordance with the Fee Schedule.

Requestor: _____

Date: _____



TOWN OF RIDGWAY
COLORADO OPEN RECORDS ACT (CORA) - FEE SCHEDULE

BLACK/WHITE COPIES GENERAL—AGENDAS, MINUTES, etc.	\$0.50 Per Page
COLOR COPIES GENERAL	\$0.75 Per Page
RESEARCH AND DATA RETRIEVAL	\$8.75 per quarter hour, \$35.00 per hour, with the first hour free.
DUPLICATION AUDIO: CD/DVD/USB/Other (VOICE RECORDED)	\$10.00/CD/DVD/USB/Other
MAPS/LARGE DRAWINGS	24x36 printout- \$15.00; 11x17 printout - \$10.00; 8.5x11 printout - \$5.00; E-mail PDF - \$5.00; Color Aerial Photo - \$30.00 (Add an additional \$5.00 for maps on CD-ROM in digital format)

All fees for CORA Requests shall be remitted to the Town of Ridgway

A fifty percent (50%) deposit is required prior to embarking on any work on all requests requiring more than one (1) hour of research and or preparation of documents. In addition, this deposit shall include estimated legal fees, fees of outside consultants retained on behalf of the jurisdiction, overhead and equipment. This shall also include a charge for supervision and staff time at the set fee of \$35.00 per hour. No copies requested are released until full payment has been received.