

Colorado Open Records Act (CORA)

Pursuant to Section 24-72-203(1)(a) of the Colorado Public Records Act, C.R.S. § 24-72-101 et. seq. (“Act”), it is the policy of Mountain Recreation Metropolitan District that public records shall be open for inspection at reasonable times, except as provided by the Act or other law.

All public records must be made available for inspection within three (3) working days, unless extenuating circumstances exist. The deadline may be extended by seven (7) working days if extenuating circumstances exist and the requesting party is notified of the delay within the statutory period. The Official Custodian may set the time during normal office hours and the place for records to be inspected and require that the Official Custodian or a delegated employee be present while the records are examined. Inspection of the District's public records shall be made, where permitted by law, during normal business hours, Monday through Friday, except on holidays, at an hour specifically set by the appropriate Official Custodian for each particular request for inspection. Please note that personally identifiable information such as place and date of birth, home address, telephone number, e-mail address, social security number, physical description, photograph, or signature of any person is always redacted prior to release of public records. Some records may be entirely exempt from public inspection due to statutes that specifically prohibited due to statutes that specifically prohibit their release.

District contact information for open records request:

Sanjok Timilsina

Email: stimilsina@mountainrec.org

Mail: ATTN: CORA Custodian

PO Box 1891
Edwards, CO 81632

In making your request, it is helpful to include the following:

- Your name and mailing address.
- Your phone number or email address so that we can contact you if we need to clarify your request.
- A detailed list or description of the specific records that you are seeking, including search terms and a date range.

Mailed communications will be answered when received by staff available to process them in the office. The more specific your request is, the faster we can complete it. Being specific also helps us to avoid giving you too much or too little information.

As allowed under section 24-72-205(6), C.R.S., the District charges a fee of \$35 per hour for obtaining copies of documents if the staff time to provide them is estimated to require more than an hour. Hard copy documents cost \$0.25 per page unless actual costs exceed that amount, in which case actual costs will be charged. The requestor must approve the cost estimate before the District begins work on fulfilling the records request. The District may require an advance deposit of the expected cost before it begins completing the request.