

OLATHE FIRE PROTECTION DISTRICT
“OFPD”
COLORADO OPEN RECORDS ACT (CORA)
REQUEST FOR INFORMATION FORM

Date: _____

Requestor Name: _____

Company Name: _____

Requestor Address: _____

Telephone Number: (____) _____

Fax Number: (____) _____

Requestor will review records at the OFPD offices, pick up copies of records from the OFPD offices, or request digital form be emailed to _____.

Request: (please provide detailed information)

Fire Incident: Date of Incident: _____ Approx. Time of Incident: _____ AM/PM

Location of Incident: _____

Date Ready: _____

Requested: _____

Found: _____

Files: Type: _____

Date Reviewed: _____

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

Requestor: _____

Date: _____

OLATHE FIRE PROTECTION DISTRICT (“OFPD”)
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:
Olathe Fire Protection District
c/o Christine Gray – District Administrator
Address: 406 S. 5th St./PO Box 547, Olathe, CO 81425
Phone: 970-323-6234
Fax: 970-323-8714
Email: cgrayolathefpd@gmail.com
- ❖ All requests should include the following information, if applicable, (or use form on Page 2):
 - ii. Date of request
Company name (if applicable)
 - iii. Requestor name
 - iv. Requestor address
Requestor telephone number
 - vi. Whether Requestor will (A) review records at the OFPD offices, (B) pick up copies of records from the OFPD offices, or (C) request digital form be emailed.
3. Upon receipt of the request, OFPD has three (3) business days to gather the requested information. If extenuating circumstances exist, then OFPD 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 the OFPD offices.
4. At the time of the pick-up or review of records, all Requestors will be required to provide photo identification, such as a Driver’s License or state photo identification.
5. 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 will be reviewed on the premises.
6. For the reproduction of materials, please see the attached fee schedule (the “Fee Schedule”). Any copying jobs over 50 pages 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.

Pursuant C.R.S. § 18-8-114: (1) A person commits a class 1 misdemeanor if: (a) The person knowingly makes a false entry or falsely alters any public record; or (b) Knowing the person lacks the authority to do so, the person knowingly destroys, mutilates, conceals, removes, or impairs the availability of any public record; or (c) Knowing the person lacks the authority to retain the record, the person refuses to deliver up a public record in the person’s possession upon proper request of any person lawfully entitled to receive such record; or (d) Knowing the person has not been authorized by the custodian of the public record to do so, the person knowingly alters any public record. (2) As used in this section, the term “public record” includes all official books, papers, or record created, received, or used by or in any governmental office or agency.

OLATHE FIRE PROTECTION DISTRICT
“OFPD”
COLORADO OPEN RECORDS ACT (CORA)
FEE SCHEDULE

Olathe Fire Protection District
406 S. 5th St./PO Box 547, Olathe CO 81425
970-323-6234 x 101
970-323-8714 (fax)
cgrayolathefpd@gmail.com

BLACK/WHITE COPIES GENERAL– AGENDAS, MINUTES, etc.	\$0.25 Per Page
EMAILED COPIES	No Charge
COLOR COPIES GENERAL	\$0.50 Per Page
RESEARCH AND DATA RETRIEVAL	\$25.00 per hour, with the first hour free.
DUPLICATION AUDIO: CD/DVD’S (VOICE RECORDED)	\$10.00/CD/DVD
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 collected at the above address.

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 \$25.00 per hour. No copies requested are released until full payment has been received.