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YUMA COUNTY CONSERVATION DISTRICT
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Wray, CO 80758
970-332-3107 ext. 9002
yccd77@gmail.com
www.ycconservation.com

Yuma County Conservation District (YCCD)

Colorado Open Records Act (CORA) Request Form

Request for Records Application

Name: _____ Phone Number: _____

Address: _____ E-Mail: _____

City: _____ State: _____ Zip: _____

Preferred Delivery Method

☐ U.S. Mail

☐ E-Mail

☐ In Person Pickup

Description of Records Requested

Please describe the records being requested with as much detail as possible, including dates, names, subjects, or other identifying information.

Fee Calculation

Description

_____ standard 8½" x 11" pages × \$0.25 per page

Research/Retrieval: _____ hours × \$41.37 per hour (first hour free)

Actual costs for maps, oversized copies, CDs, flash drives, postage, etc.

Total Due

Amount

\$ _____

\$ _____

\$ _____

\$ _____

Notifications and Signatures

Signature of Requestor: _____ Date: _____

Signature of Custodian of Records: _____ Date: _____

Notification Tracking

Action

Date

Method

Date requestor notified records are ready (within 3 business days)

Date requestor notified of extenuating circumstances (within 3 business days)

Date requestor notified records are ready (within 7 business days)

Receipt of Records

Signature of Requestor Acknowledging Receipt of Records:

Records Delivered Via:

☐ U.S. Mail

☐ E-Mail

☐ In Person Pickup

Date Delivered: _____

(Attach supporting documentation if records are sent via U.S. Mail or E-Mail.)