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# CHEROKEE METROPOLITAN DISTRICT

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6250 Palmer Park Blvd, Colorado Springs, CO 80915-1721  
Telephone: (719) 597-5080 FAX: (719) 597-5145

## **Public Records Request Form** **Cherokee Metropolitan District**

The District's records are governed by the Colorado Open Records Act (C.R.S. 24-72-201 et seq.) All requests for records will be governed by the Colorado Open Records Act as amended by the District's policies; **please review the District's Board approved records policy document.**

Note: Please allow three (3) working days for official District response. If a greater amount of time is needed to respond, you will be notified.

### Fees/Costs:

Copies, Printouts or Photographs. Pursuant to C.R.S. § 24-72-205(5)(a), the District shall charge a fee not to exceed 25 cents per standard page for any copy of a public record or a fee not to exceed the actual cost of providing a copy, printout or photograph of a public record which is in a format other than a standard page. For purposes of this Policy, a black and white copy made on a single sheet of letter or legal sized white paper shall constitute a "standard page."

Research and Retrieval Fees. Pursuant to C.R.S. § 24-72-205(6)(a), the first hour of research and retrieval shall be free. After the first hour, the District shall charge a research and retrieval fee of \$30.00 per hour for any staff time devoted to searching for the requested information. A deposit of equal to 50% of the estimated costs of responding to a records request shall be submitted to the District prior to any search being commenced.

Transmission. Pursuant to C.R.S. §24-72-205(1)(b), the District shall charge a fee, not to exceed the actual cost of transmitting the requested records (e.g., postage, courier service, electronic storage device, etc.). No fee shall be charged for transmitting material via electronic mail, provided that the requesting party may be charged for staff time associated with research and retrieval of the requested records as provided herein.

Payment of Fees. Requested documents will only be sent to the requestor once the Custodian of Records either receives payment or makes arrangements for receiving payment for all costs associated with records transmission and for all other fees lawfully allowed.

Examination of Records: Persons inspecting records shall not take any action to change or alter any record. The District reserves the right to assign a document Chaperone, at a cost, to any document inspection to ensure the protection of original documents.

Waiver: Nothing in this form waives any attorney-client privilege, deliberative process privilege, or other privileges or law concerning records.

Personnel Information: If a person inspecting records finds a record that contains confidential commercial or personal information or that is privileged and that should not have been disclosed by the terms of the Act, the person finding the record is requested to inform the Official Custodian of the error and is requested, as a courtesy, to maintain the confidentiality of the information.

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**Date of Request Transmittal:**

Name:	<input type="text"/>	Phone #:	<input type="text"/>
Address:	<input type="text"/>	City:	<input type="text"/>
State:	<input type="text"/>	Zip:	<input type="text"/>
		Email:	<input type="text"/>

Description of the information desired: (Please be as specific as possible)

<input type="text"/>
<input type="text"/>

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**(This section to be completed by District)**

Date Received:	<input type="text"/>	Received By Whom:	<input type="text"/>
Response date:	<input type="text"/>	Method of response (mail, email, etc):	<input type="text"/>
Number of pages:	<input type="text"/>	Total amount due:	<input type="text"/>
Request completed by:	<input type="text"/>	Title:	<input type="text"/>

Other:	<input type="text"/>
<input type="text"/>	