

Mosca-Hooper Conservation District

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Colorado Open Records Request Policy

Any person may make a written reasonable request to the Custodian of Records for copy(ies) of specific records that are eligible, or, make an appointment at a reasonable time to inspect specific records that are eligible according to the Colorado Open Records Act (CORA). Requested records are due to the requestor within 3 (three) business days unless extenuating circumstances apply, and, then within 7 (seven) business days. Exempt files include: Personnel files of employee's address, telephone number and financial information, and Executive Session meeting. Other files may be exempt pursuant to CORA.

There will be a charge of .25 (twenty-five cents) per page for copying for standard sized pages (8 ½ " x 11"). Actual cost charges will apply for maps, oversized pages, duplication of COs, audio recordings, flip drives, etc. There will be a charge of \$33.58 per hour (1st hour free) for research and retrieval of requested records. Deposit of \$33.58 required for large record requests, with total payment due before records are released.

Records will be sent to the requestor via best way determined by the Custodian of Records.

Fees will go up July 1, 2019, and, every July 1st every 5 (five) years thereafter.

A resolution to adopt this as the Colorado Open Records Act (CORA) Policy for the Mosca-Hooper Conservation District, and, naming the current Board Secretary as Custodian of Records was adopted this 20th day of January, 2025.

Attest: 
Board President