

Template for Colorado Open Records Request

[Your Name]
[Street Address]
[City, State ZIP Code]

[Date]

[Name of Custodian of Records]
[Title]
[Agency Name]
[Street Address]
[City, State ZIP Code]

Dear [Custodian of Records – requests should be directed to individuals in an agency who have either actual possession of the records or legal responsibility for maintaining the records]:

Pursuant to the Colorado Open Records Act § 24-72-201 et seq., I request that you make available for inspection and copying the following public records: [Describe the records or information with enough detail for the public agency to respond, but word your request generally enough to encompass all records that may contain the information you seek.] If you are not the custodian of records for this request, please forward this letter to the appropriate person or let me know which person(s) has custody of these records.

I request a waiver of all fees for searching or copying these records in that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of _____. [Here you could identify yourself as a representative of the news media, if applicable, and state that your request is related to news-gathering purposes.] This information is not being sought for commercial purposes. If there are any fees for searching or copying these records, please inform me if the cost will exceed \$_____.

Please set a date and hour, within three working days following receipt of this letter, at which time the records will be made available for inspection, as required by § 24-72-203(2), C.R.S. If access to these records will take longer, please cite the extenuating circumstances and let me know when I should expect copies or the ability to inspect the requested records.

[If you know that you want copies, add the following] I ask that records available in electronic format be transmitted by email to [Your Email Address].

If you deny any portion, or all, of this request, please provide me with a written explanation of the reason(s) for your denial, including a citation to each specific statutory exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law. If you conclude that portions of the records that I request are exempt from disclosure, please release the remainder of such records for inspection and copying, redacting only the portion or portions that you claim are exempt.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Phone Number]
[Your Email Address]