

**Purpose:**

Provide compliance with Colorado Open Records Act (CORA) and establish records retrieval fees. (sections 24-72-201 to -206, C.R.S.)

**Statement of Policy:**

Public documents and records will be made available upon request to members of the public unless protected by an exception. Requests will be reviewed to ensure that documents and records provided do not contain information that is protected under HIPPA or other statutes or regulations.

The charge for finding, copying, and providing a document that is considered to be standard and routine will be \$0.25 (twenty five cents) per page. Requests not considered standard or routine will be determined by the President of the Board and an appropriate fee determined. If a CORA request results in research and retrieval being done in order to comply with the request, the first hour of time spent will be without charge, and thereafter the charge will be \$41.00 (forty-one) dollars per hour.

Requests must be made in writing. Review and approval will be by the Medical or Dental Director, or Executive Director. Fulfillment of approved requests will be scheduled and completed within a reasonable period as determined by the reviewers.

**Procedure:**

The following procedure will apply to public requests for Health District records or information:

1. The request must be made in writing to the Lake Fork Health Services District.
2. The request will be reviewed by the Medical, Dental Director, or the Executive Director as noted above.
3. The request will be approved or rejected by the reviewers noted above within 3 business days.
  - a. If approved, appropriate office staff or volunteer(s) will be instructed as to which records will be provided and when. The requester will be notified in writing of the approval and expected timing of fulfillment. The requester will be reminded of the hourly and per page billing rate and expectation of payment prior to release of the records.
  - b. If not approved, the requestor will be given a written response within 3 days including reasons why the request is not approved.
4. Approved requests will be fulfilled within a reasonable period as noted above.
5. A bill for hours spent (beyond the first hour) at \$41.00 (forty-one) per hour and number of pages at \$0.25 (twenty five cents) per page will be provided to the Executive Director, who will forward to the requester. Payment for services will be expected prior to release of the records to the requester.
6. A record of all requests and related actions will be kept in office files.



## PUBLIC RECORD REQUEST (CORA)

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Please indicate the information desired and/or list each requested document. Please be as specific as possible. Audio files can be copied to a CD or a supplied flash drive.

**Pursuant to 24-72-203 C.R.S., three (3) working days may be allowed for a search of records. This may be extended by seven (7) working days for extenuating circumstances, to include the records being in active use, in storage, or otherwise not readily available.**

### **Charges (to be completed by Administration Staff):**

#### **Paper copies:**

Per page copy/scan fee: \_\_\_\_\_ pages at \$0.25 per page = \$ \_\_\_\_\_

Staff Time: \_\_\_\_\_ hours (beyond the initial hour} x employee  
hourly rate (not to exceed \$30/hour) of \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_

**Audio recording:** \$20 on CD or supplied flash drive.

**Total charge (must be paid before records are released) = \$ \_\_\_\_\_**

### **STAFF USE ONLY**

Date Received \_\_\_\_\_ Time Received \_\_\_\_\_

Date Completed \_\_\_\_\_ Completed By \_\_\_\_\_