Spanish Peaks-Purgatoire River Conservation District
3590 E. Main Street, Trinidad, CO 81082
Email: spprcd@gmail.com
Website: www.purgatoireconservation.org
Direct Line: 719-497-3118

Colorado Open Records Request Policy (CORA)

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) working business days unless extenuating circumstances apply, and, then within 7 (seven) working business days. Working business days are days the Custodian of Records is scheduled to work. 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. If digital documents are readily available, they will have no per copy cost. There will be a charge of $41.37 per hour (1st hour free) for research and retrieval of requested records. Deposit of $41.37 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 increase with the Colorado "state-adjusted rate" or as costs rise.

A resolution to adopt this as the Colorado Open Records Act (CORA) Policy for the Spanish Peaks-Purgatoire River Conservation District, and, naming the current District Manager as Custodian of Records was adopted this 6 day of August, 2026.

Attest: Bill Wild

Board President