



GOLDEN GATE

Fire Protection District

P.O. Box 843, Golden, Colorado 80403

Colorado Open Records Act (CORA) Request Form

Requesting Party: _____ Date: _____

Address: _____

Email Address: _____ Phone: _____

There is no charge to view or inspect records available online. For other requests, GGFPD open records policy charges \$30.00 per hour if more than one hour is required for searching, retrieving, redacting, remediating and compiling documents. The first hour is covered without cost. If paper copies are requested, there is a cost of \$0.25 per standard page size. GGFPD may require a deposit to cover the estimated cost to produce the records, including the cost of paper copies, research and retrieval fee prior to commencing the work to produce such records. Payment of any actual costs exceeding the deposit must be made at the time of release of the final work product or copies.

GGFPD has three (3) working days, unless extenuating circumstances exist, to make records requested available for inspection. The deadline may be extended by seven (7) working days if extenuating circumstances exist and the requesting party is notified of the delay within the statutory period.

Document Request – Please list and be as specific as possible including dates/times and titles for each/all documents requested.

Document Review Preference (if available):

- ☐ **In person with the Custodian of Records at Golden Gate First Station 81, 32360 Robinson Hill Road**
- ☐ **Email (Scanned Copy)**
- ☐ **Photocopies (cost of \$0.25/page will be charged)**
- ☐ **Other:**

Once the form is completed, please mail it back to GGFPD, P.O. Box 843 Golden, CO 80402 or email to Chief@goldengatefire.org . Once the form is received, the Record Custodian will contact you if a deposit is required to process the request. If you have questions about completing this form, please contact us at Chief@goldengatefire.org . If you have questions about the policy of the Golden Gate Fire Protection District on responding to open records requests, please visit our website at <https://goldengatefire.colorado.gov/open-records> .

Date Received:

Date Completed:

Record Custodian Signature: