

## Public Records

Colorado County Officials & Employees Retirement Association (CCOERA) will make public records available for inspection in accordance with the applicable provisions of the Colorado Open Records Act, Colorado Revised Statutes §24-72-201, et seq. The act mandates access to many types of records, but it also provides exemptions on the basis of confidentiality, privilege and security, among others.

### All Requests

All requests for public records must be made in writing and must include the following:

- Requestor's full name, address and telephone number
- As detailed description of the records requested as is reasonably possible
- A statement that the request is made pursuant to the provisions of the Colorado Open Records Act, Colorado Revised Statutes §24-72-201, et seq.

Written requests must be delivered in person, by mail or by e-mail to [jkuijper@ccoera.org](mailto:jkuijper@ccoera.org). Mailed requests should be addressed to:

**Jacob Kuijper**  
**Executive Director**  
**CCOERA**  
**751 SouthPark Dr.**  
**Littleton, CO 80120**

### Fees

One hour of research toward responding to a request will be completed at no charge. After the first hour, a \$30/hour charge will be assessed for researching files for requested information, manipulation of data to generate a record in a form not used by CCOERA, or redaction of documents containing confidential information. Fees also apply for copies of public records. If CCOERA estimates the cost to comply with the request including the making of copies will exceed \$30.00, the requestor may be required by the custodian to deposit that estimate with CCOERA prior to fulfillment of the request by CCOERA.

#### Fees for copies of public records

- Paper, standard page (one side of a page, up to 11" x 17", black and white or color) - 25 cents
- Paper, oversized page (one side of a page, larger than 11" x 17", black and white or color) - \$1.25
- Photographic image digitized from a photographic print or negative (JPEG or TIFF or PDF) - \$1.50
- Photographic paper print from a photographic negative - Actual cost
- Electronic documents in PDF format if normally maintained in PDF by CCOERA - no charge
- CD or DVD media disk - \$1
- Postage to mail copies - actual cost
- E-mail of copies to requestor - no charge