

**(ONE EXAMPLE OF STATE CORA TEMPLATE COPY N PASTE OR REMOVE
ALL UNNECESSARY TEXT)
CORA REQUEST**

Dear Records Custodian [Name and Address of Agency REMOVE]:

(Requests should be directed to the individuals of each agency that has either actual possession of the records or legal responsibility for maintaining the records REMOVE).

(COPY N PASTE)

Pursuant to the Colorado Open Records Act, SS24-72-201 et seq., will you please make available for inspection and copying the following public records:

(Use a description of the records sought that is reasonably particularized, but general enough to encompass all records that may contain the information REMOVE).

(DESCRIPTION BEGIN HERE.)

(DESCRIPTION END HERE)

(COPY N PASTE)

If these records are not in your custody or control, will you please forthwith so notify me and state in details, to the best of your knowledge, the reasons for the absence of the records, their location, and what person(s) has custody or control of the records, as required by SS24-72-203(2), C.R.S.

(COPY N PASTE)

Will you please set a date and hour within three working days at which time the records will be available for inspection, pursuant to SS24-72-203(3).

(COPY N PASTE)

If you deny access to any of the above public records, will you please provide forthwith a written statement of the grounds for denial, citing the law or regulation under which access is denied, as required by SS24-72-204(4).

Sincerely,
[Name]
[Address]
[Date]

FREE PUBLIC INFORMATION AND EDUCATION ALL THE PUBLIC IS GIVEN FULL ACCESS TO THIS
TEMPLATE VIA US AT WOBBLEME. WHAT THE PUBLIC DOES WITH IT IS SOLELY ON THEM AND THEY
AGREE TO TAKE FULL RESPONSIBILITY AND ACCOUNTABILITY FOR THEIR OWN ACTIONS.