

COLORADO DEPARTMENT OF TRANSPORTATION
REQUEST TO INSPECT PUBLIC RECORDS

Requestor Information:

Name: _____ Representing (If Applicable): _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____
Email Address: _____
Preferred Delivery Method (Check One): Email Post Mail Other _____

Record Request Information:

Highway No.: _____ Mile Post: _____
Section(s), Township, and Range: _____
County: _____ CDOT Region: _____

Description of what is requested:

This request is is not related to actual or potential litigation in which the Colorado Department of Transportation is or may become a Respondent or Defendant.

I declare under penalty of perjury in the second degree and any other applicable state or federal laws that the statements made on this document are true and complete to the best of my knowledge

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Signature: _____ Date: _____

CDOT Form 1092 Continued

1. Costs may be assessed for a records request according to the chart below.
2. The CORA Officer shall provide a requestor with an estimate of the cost of compliance with the records request in advance of production of documents. Such costs shall be paid in full either before the production of records unless alternative arrangements have been made through the CORA Officer.
3. CDOT may charge the Requestor for copying expenses when a request is made which requires the production of more than 25 pages of documents.
4. CDOT may charge for staff time at no more than \$30.00 per hour when the records request requires more than one hour researching or retrieving records. See C.R.S.§ 24-72-205(5)(a).

Service	Fee
Copies and printouts up to 25 pages	No Charge
Per page after the first 25 pages. Pursuant to C.R.S.§ 24-72-205(5)(a)	\$0.25
Staff time if greater than one hour	\$30.00 per hour
Specialized document production or specialized skills are required to locate, compile or produce records, including the use of third-party contractors.	\$30.00 per hour maximum.
Flash drive or CD	Included in cost of research time, if applicable.
Postage	Actual cost based on weight and size.