



APPENDIX C

CORA RESPONSE LETTER TEMPLATES

Policy 200-2.12 • Colorado Open Records Act Compliance Procedure • DRAFT-v1.1
Southern Park County Fire Protection District • Secretary/Treasurer Reference Only

SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

1745 County Road 102, Guffey, Colorado 80820 • (719) 689-9479 • www.guffeyfire.net

Document No.:	20260408_ADMIN_200-2.12C_CORALetters_DRAFT-v1.1	Related Policy:	Policy 200-2.12 DRAFT-v0.6
Maintained By:	Secretary/Treasurer (Records Custodian)	Classification:	INTERNAL REFERENCE DOCUMENT
Usage:	Complete bracketed fields before sending. All letters are public records after transmission — do not include personal editorial notes.	Review:	Update with Policy 200-2.12 at each Q1 review cycle

ABOUT THESE TEMPLATES

This appendix provides five model letters for use by the Secretary/Treasurer (Records Custodian) when responding to Colorado Open Records Act (CORA) requests pursuant to Policy 200-2.12. These templates are maintained as an editable Word document (.docx) by the Secretary/Treasurer. Complete all bracketed fields before printing or transmitting. Do not send a template with unfilled placeholders. Each letter implements a specific response type required or authorized by C.R.S. §§ 24-72-203 through 24-72-206.

Letter	Response Type	Policy Reference	Deadline	Statutory Authority
1	Acknowledgment of Receipt	§ 6(g)	Within 1 working day of receipt	Policy 200-2.12 § 6(g)
2	Extension Notice	§ 6(b)	Within initial 3-working-day window	C.R.S. § 24-72-203(3)(d)
3	Partial Production with Redaction Notice	§§ 6(c), 6(d), 6(e)	Within 3 or extended working days	C.R.S. §§ 24-72-203, 24-72-204
4	Full Denial Notice	§§ 6(e), 6(f)	Within 3 or extended working days	C.R.S. §§ 24-72-203, 24-72-206
5	No Records / Publicly Available Redirect	§§ 6(g), 6(h)	Within 3 or extended working days	Policy 200-2.12 §§ 6(g), 6(h)

Custodian instruction: Before sending any letter: verify the CORA Request Log entry is complete; confirm the current fee schedule is posted on www.guffeyfire.net and at Station 1 before assessing any fee; and consult District Counsel before issuing a full or partial denial.



LETTER 1 — ACKNOWLEDGMENT OF RECEIPT

Custodian instruction: Send within ONE (1) working day of receiving the request. Use email if the requester provided an email address; use mail if contact is by mail only. Log the acknowledgment date in the CORA Request Log (Appendix A).

Southern Park County Fire Protection District
1745 County Road 102, Guffey, Colorado 80820
(719) 689-9479 • www.guffeyfire.net
Records Custodian: Mike Brandt, Secretary/Treasurer

Date: _____

CORA Request No.: _____

Via: Email U.S. Mail

To: _____

[Name of Requester, if provided — CORA does not require requesters to identify themselves]

Address / Email: _____

Re: Acknowledgment of Receipt — Colorado Open Records Act Request No. [CORA Req #]

The Southern Park County Fire Protection District ("District") has received your Colorado Open Records Act (CORA) request, submitted on [DATE OF REQUEST].

Your request has been assigned the following reference number, which you may use in any future correspondence with the District regarding this matter:

CORA Request No. [CORA REQ #]

As the District understands it, your request seeks the following records:

[DESCRIBE THE RECORDS REQUESTED — state exactly what records you understand are being sought. Be specific and complete. If the description is unclear, note that and ask for clarification here.]

If this description does not accurately reflect your request, please contact the District promptly so we may ensure we are locating the correct records. Custodian note: If the request is genuinely unclear and clarification is needed, you may also send Letter 2 citing Circumstance (ii) (unclear scope) to extend the response period while seeking clarification — but only if sent within the initial 3-working-day window.

INITIAL RESPONSE DEADLINE

The District is required to respond within three (3) working days of receipt. The initial deadline for a response to your request is: **[DATE — 3 WORKING DAYS FROM DATE OF RECEIPT]**

Working days are Monday through Friday, excluding Colorado state holidays.



The District will respond by producing the requested records, identifying any applicable exemptions, or providing written notice of any extension of time as permitted by C.R.S. § 24-72-203(3)(d).

FEES

Please be aware of the District's current fee schedule, which is posted at Station 1 and on www.guffeyfire.net:

- Research and retrieval: No charge for the first hour. After the first hour: [\$XX.XX per hour — confirm current statutory maximum before sending; current rate posted at www.guffeyfire.net and Station 1].
- Copying: Actual cost of reproduction. No per-page fee for records produced electronically.
- Inspection only: No research fee if you wish to inspect records at Station 1 during regular business hours, unless the search requires substantial staff time.

The District will notify you in advance if fees are anticipated. Fees may be waived if the request is primarily in the public interest.

If you have any questions, please contact the Records Custodian at (719) 689-9479 or at the address above.

Sincerely,

Mike Brandt, Secretary/Treasurer

Records Custodian — Southern Park County Fire Protection District
(719) 689-9479 • www.guffeyfire.net

Custodian instruction: *Custodian: After sending, record the acknowledgment date, method of transmission, and the CORA Req # in the CORA Request Log. Retain a copy of this letter as part of the CORA file for this request.*



LETTER 2 — EXTENSION NOTICE

Custodian instruction: Send within the initial 3-working-day response period — NOT after the deadline has passed. An extension notice sent after the initial deadline has expired has no legal effect and may constitute a violation of C.R.S. § 24-72-206. You may extend by up to 7 additional working days ONLY if one or more of the three statutory extenuating circumstances below applies. Check the applicable box(es) and complete the specific factual basis for each checked circumstance.

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Records Custodian: Mike Brandt, Secretary/Treasurer

Date: _____

CORA Request No.: _____

Via: Email U.S. Mail

To: _____

Re: Extension of Response Period — Colorado Open Records Act Request No. [CORA Req #]

The District has received your Colorado Open Records Act request dated [DATE OF REQUEST] (CORA Request No. [CORA REQ #]) seeking [BRIEF DESCRIPTION OF REQUESTED RECORDS].

The District is unable to complete its response within the initial three (3) working days. Pursuant to C.R.S. § 24-72-203(3)(d), the District is extending the response period by up to seven (7) additional working days on the basis of the following extenuating circumstance(s):

CHECK ALL THAT APPLY — C.R.S. § 24-72-203(3)(D)

Circumstance (i): The request is for a voluminous amount of separately identifiable records that would unreasonably burden or interfere with other District duties.
Specific basis: _____

Circumstance (ii): The request is stated in terms having broad subject matter that makes the scope of the records sought unclear.
Specific basis: _____

Circumstance (iii): The requested records are in active use, in storage, or being retrieved from inactive storage during a peak demand period.
Specific basis: _____

EXTENDED RESPONSE DEADLINE
The District's extended deadline for a complete response is: [DATE — up to 7 additional working days from the initial 3-working-day deadline]

The District will provide a complete response — producing records, identifying exemptions, or issuing a written denial — by the extended deadline stated above. Working days are Monday through Friday, excluding Colorado state holidays.



You have the right to challenge the extension by seeking judicial review under C.R.S. § 24-72-206. If you believe this extension is not justified, you may contact the District at the information below or seek review from a court of competent jurisdiction in Park County, Colorado.

If you have questions about your request or would like to narrow the scope of your request to allow for a faster response, please contact the Records Custodian at (719) 689-9479.

Sincerely,

Mike Brandt, Secretary/Treasurer

Records Custodian — Southern Park County Fire Protection District
(719) 689-9479 • www.guffeyfire.net

Custodian instruction: Custodian: Record the extension date, the specific extenuating circumstance(s) checked, and the extended deadline in the CORA Request Log. Retain a copy of this letter. Do NOT send this letter after the initial 3-working-day deadline has expired.



LETTER 3 — PARTIAL PRODUCTION WITH REDACTION NOTICE

Custodian instruction: Use this letter when producing records that contain both exempt and non-exempt information. You MUST produce the non-exempt portions with the exempt portions redacted. You MUST identify each exemption by specific statutory citation and section number. Blanket or generalized exemption claims are not legally sufficient. Consult District Counsel before issuing any partial denial. This letter must accompany the redacted records.

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(719) 689-9479 • www.guffeyfire.net

Records Custodian: Mike Brandt, Secretary/Treasurer

Date: _____

CORA Request No.: _____

Via: Email U.S. Mail

To: _____

Re: Response to Colorado Open Records Act Request No. [CORA Req #] — Partial Production with Redactions

The District has received your Colorado Open Records Act request dated [DATE OF REQUEST] (CORA Request No. [CORA REQ #]) seeking [BRIEF DESCRIPTION OF REQUESTED RECORDS]. This letter constitutes the District's response pursuant to C.R.S. § 24-72-203.

RECORDS PRODUCED

The District is producing the following records in response to your request, with certain portions redacted as described below:

[LIST OR DESCRIBE EACH DOCUMENT OR CATEGORY OF DOCUMENTS BEING PRODUCED. Include the number of pages or file names. Example: "Incident Report No. 2025-047 (3 pages, with redactions as noted below)" or "Board meeting minutes for January–March 2025 (attached, 12 pages)."]

Records are being produced in the following format:

- Electronic (PDF or native format) — no per-page copying fee (C.R.S. § 24-72-205(5)(a))
- Paper copies — copying fee applies (see fee section below)

REDACTIONS — STATUTORY BASIS

Certain information has been redacted from the records produced. Each redaction is indicated within the document with a notation stating the exemption applied. The statutory basis for each redaction is as follows:

Document / Page / Section	Information Withheld (description)	Statutory Exemption (exact citation)
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[Document, pg. #]	[Description of withheld information]	[C.R.S. § 24-72-204() () ()]
[Document, pg. #]	[Description of withheld information]	[C.R.S. § 24-72-204() () ()]
[Document, pg. #]	[Description of withheld information]	[C.R.S. § 24-72-204() () ()]

Custodian instruction: Add rows as needed. For each mandatory exemption (§ 204(3)), identify it as mandatory. For each permissive exemption (§ 204(2)), note that the District is exercising its discretion to withhold. Cite the exact subsection — e.g., "C.R.S. § 24-72-204(3)(a)(II)" not just "§ 24-72-204." Deliberative documents exemption (C.R.S. § 24-72-202(6)(b)): before claiming this exemption, confirm the record was NOT retained in the ordinary course of business. If the District routinely saves drafts to a shared folder or system, this exemption may not apply — consult District Counsel before redacting on this basis.

FEES

Custodian: If Electronic box is checked above, leave the copying line blank — no per-page fee for electronic production (C.R.S. § 24-72-205(5)(a)). Complete the copying line ONLY if Paper copies box is checked.

- No fee is being charged for this request.
- Fees are as follows (research and retrieval time exceeding 1 hour at [\$XX.XX/hour — confirm current rate]; copying at actual cost):

Research and retrieval: ___ hours beyond first hour × [\$XX.XX — current rate] = \$ _____

Copying: ___ pages × \$ _____ per page = \$ _____

TOTAL DUE: \$ _____

- Fee waiver granted — basis: _____

If a fee is due, payment must be received before (or at the time of) production of paper copies. Electronic records are delivered upon transmission.

YOUR RIGHTS

If you believe that any information has been improperly withheld, you have the right to seek judicial review pursuant to C.R.S. § 24-72-206. You may file a petition in the District Court for Park County, Colorado. The District Court has authority to order disclosure of records that have been improperly withheld and may award attorney's fees and costs if the withholding was willful and knowing.

If you have questions about this response or would like to discuss the redactions, please contact the Records Custodian at (719) 689-9479.

Sincerely,

Mike Brandt, Secretary/Treasurer

Records Custodian — Southern Park County Fire Protection District
(719) 689-9479 • www.guffeyfire.net

Custodian instruction: Custodian: Record the response date, disposition ("Partial"), exemptions cited, any fees assessed, and the fee waiver basis (if applicable) in the CORA Request Log. Retain a complete copy of this letter and the produced/redacted records in the CORA file. If any exemption is a mandatory exemption (§ 204(3)), confirm with District Counsel before sending.



LETTER 4 — FULL DENIAL NOTICE

Custodian instruction: IMPORTANT: Consult District Counsel BEFORE issuing a full denial. C.R.S. § 24-72-206 permits a court to impose a civil penalty of up to \$1,000 per day for willful and knowing denial of a legitimate CORA request, plus attorney's fees. A denial is legally sufficient only if it: (a) is in writing; (b) cites the specific statutory exemption by exact section number; and (c) advises the requester of the right to judicial review. Verbal denials have no legal effect. This letter is for use when ALL records responsive to the request are being withheld.

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Records Custodian: Mike Brandt, Secretary/Treasurer

Date: _____

CORA Request No.: _____

Via: Email U.S. Mail

To: _____

Re: DENIAL of Colorado Open Records Act Request No. [CORA Req #]

The District has received your Colorado Open Records Act request dated [DATE OF REQUEST] (CORA Request No. [CORA REQ #]) seeking [BRIEF DESCRIPTION OF REQUESTED RECORDS]. This letter constitutes the District's written denial of your request pursuant to C.R.S. §§ 24-72-203 and 24-72-204.

BASIS FOR DENIAL

The District is denying your request for the following reason(s). Each denied category of records, the specific information withheld, and the precise statutory exemption are set forth below:

Records Sought / Category	Reason for Withholding	Statutory Exemption (exact citation)
[Describe records sought]	[Factual and legal basis for withholding]	[C.R.S. § 24-72-204()()]
[Describe records sought]	[Factual and legal basis for withholding]	[C.R.S. § 24-72-204()()]

Custodian instruction: For mandatory exemptions under § 24-72-204(3), you MUST deny and the table should so state. For permissive exemptions under § 24-72-204(2), state that the District is exercising its discretion to withhold in the public interest and explain the specific harm that disclosure would cause. Do not leave the "Reason for Withholding" column generic — courts scrutinize vague denial justifications.

NON-EXEMPT PORTIONS

The District has determined that ALL information responsive to your request is exempt from disclosure under the cited exemption(s). No partial production is possible because the exempt information is inseparable from any non-exempt information.



[Note: If no records exist, use Letter 5 — do NOT use this denial letter for a no-records response.]

YOUR RIGHT TO JUDICIAL REVIEW

You have the right to challenge this denial by seeking judicial review pursuant to C.R.S. § 24-72-206. You may file a petition in the District Court for Park County, Colorado. If the court finds that the denial was willful and knowing, the District may be required to pay a civil penalty of up to \$1,000 per day of violation, plus your attorney's fees and costs.

There is no administrative appeal process within the District. Your sole remedy is judicial review in district court.

The District takes its CORA obligations seriously and has reviewed this request carefully. If you believe the denial is in error or would like to discuss whether a narrower request might be fulfilled, please contact the Records Custodian at (719) 689-9479.

Sincerely,

Mike Brandt, Secretary/Treasurer

Records Custodian — Southern Park County Fire Protection District
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***Custodian instruction:** Custodian: Record the denial date, all exemptions cited, and District Counsel's name and date of consultation in the CORA Request Log. Retain a complete copy of this letter. Note: If the request was for records that are publicly available at no cost, do NOT use this letter — instead, direct the requester to the public location per Policy 200-2.12 § 6(h).*

LETTER 5 — NO RECORDS / PUBLICLY AVAILABLE REDIRECT

Custodian instruction: Use this letter when (a) a good-faith search finds no records responsive to the request, OR (b) the records requested are already publicly available on the District website or in another readily accessible format per Policy 200-2.12 § 6(h). Do NOT use Letter 4 (Denial) for either of these situations. "No records" is not a denial; it is a statement of fact. Change the Re: line accordingly.

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Records Custodian: Mike Brandt, Secretary/Treasurer

Date: _____ CORA Request No.: _____

Via: Email U.S. Mail

To: _____

Re: Response to Colorado Open Records Act Request No. [CORA Req #] — No Records Found

Re: Response to Colorado Open Records Act Request No. [CORA Req #] — Records Publicly Available

[Check the applicable Re: line above and delete the other.]



The District has received your Colorado Open Records Act request dated [DATE OF REQUEST] (CORA Request No. [CORA REQ #]) seeking [BRIEF DESCRIPTION OF REQUESTED RECORDS].

NO RECORDS FOUND. The District has conducted a good-faith search of its records and has determined that no records responsive to your request as described exist in the custody or control of the District. The search conducted included: [DESCRIBE LOCATIONS SEARCHED AND METHOD]. This response is not a denial under CORA — it is a statement of fact. If you believe additional records should exist, you may submit a new or revised request.

RECORDS PUBLICLY AVAILABLE. The records you have requested are already publicly available at no cost at the following location: [URL or physical address — be specific]. This constitutes a complete and timely response under C.R.S. § 24-72-203 and Policy 200-2.12 § 6(h). No fee is assessed for this response.

If you have any questions, please contact the Records Custodian at (719) 689-9479.

Sincerely,

Mike Brandt, Secretary/Treasurer

Records Custodian — Southern Park County Fire Protection District

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Custodian instruction: Record the response date and disposition in the CORA Request Log. For No Records responses, note the search conducted in the Notes column. Retain a copy of this letter.

— END OF APPENDIX C —

Document: 20260408_ADMIN_200-2.12C_CORALetters_DRAFT-v1.1 • Companion to Policy 200-2.12 DRAFT-v0.6