Little Thompson Water District

835 E. Hwy. 56, Berthoud, CO 80513 970-532-2096

Colorado Open Records Act (CORA) Request Form

Requests can be submitted via email to info@ltwd.org, or by mail at the following address:
Little Thompson Water District, Open Records Requests, 835 E Hwy 56, Berthoud, CO 80513

Our goal is to ensure prompt and equitable service to customers requesting access to public records. It is our policy to make public records available for inspection at reasonable times unless such records are protected from disclosure by law. Pursuant to CORA, document requests are processed within three working days; unless the requests are voluminous, require clarification or require extensive time in locating items.

Fee Schedule- Approved by Resolution	
Electronic Copies	No Charge
Paper Copies (letter, legal)	$0.25 per page
Photographs, Maps, and anything other than a non-standard format	Actual Cost
Research & Retrieval after first hour	$41.37 per hour
Reproduction of published materials	Actual Cost
Shipping	Actual Cost

Requestor Name (please print legibly): _____

By submitting this form, you are acknowledging there are fees associated for copies or requests that require significant resources or staff time. Research and Retrieval after the first hour will be charged at $41.37 per hour.

Requestor Email: _____

Requestor Mailing Address: _____

Requestor Phone: _____

Requestor Signature: _____

Check Which Document Format You Prefer: Electronic ◯ Paper ◯

Name of document(s) requested (if the document name is unknown, provide a brief & specific description of request):