



**OFFICE OF THE  
DISTRICT ATTORNEY**

**Kala Beauvais, District Attorney  
10th Judicial District, Colorado**

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**Release of Records Under Colorado Open Records Act  
and Colorado Criminal Justice Records Act**

The Office of the 10<sup>th</sup> Judicial District Attorney will comply, to the fullest extent, with the provisions of the Colorado Open Records Act (CORA) C.R.S. 24-72-205 et seq. and the Criminal Justice Records Act (CCJRA), C.R.S. 24-72-301 et. seq. and the cases interpreting these statutes.

The 10<sup>th</sup> Judicial District Attorney's Office will only accept records requests in writing sent electronically to [PuebloDA@pueblocounty.us](mailto:PuebloDA@pueblocounty.us). The District Attorney's Office will not accept records requests made over the telephone or via social media.

All requests must be specific, stating what records are requested and the purpose for requesting the records. Requests must also state who will be the custodian of the record and whether the record is for public dissemination.

When responding to a request for public records under CORA, the District Attorney's Office will make every effort to respond within three working days as required by section 24-72-203(3)(b), C.R.S. The three working-day response time begins the first working day following receipt of the request. The District Attorney's Office may add up to a seven-working-day extension if extenuating circumstances apply as described in section 24-72-203(3)(b), C.R.S. The District Attorney's Office will provide all findings of extenuating circumstances to the requestor in writing.

Fees shall be charged by the 10<sup>th</sup> Judicial District Attorney's Office for accumulating, copying, and supplying the information as listed below:

## Fees

Hard copies of documents	\$0.25 per page after the first 25 pages. First 25 pages=free of charge
CD, DVD, Thumb Drive, or external hard drive	Varies depending on the size of the disc, thumb drive, or hard drive
Search and retrieval	\$41.37 per hour after the first hour. First hour=free of charge

The requestor must pay the estimated fees in full before any staff time will be expended on fulfilling the request. The requestor is responsible for any costs in excess of the estimated costs.

If manipulation of information is required, the DA's office will charge the lowest hourly wage of the lowest person paid who is qualified to obtain the information. (pursuant to C.R.S. 24-72-205(3) data compilations).

Cost of public record: Copies may be made of any public record at a cost of no more than \$.25 per page, however, an additional reasonable fee may be charged for:

- Special requests for data in a form not required as a record. Requestors may have to pay costs to manipulate data. Subsequent requestors will pay the same amount as the first.
- Use of a computer program other than word processing if necessary to provide a record.