PARACHUTE/BATTLEMENT MESA PARK AND RECREATION DISTRICT

COST ESTIMATE FOR INSPECTION/COPYING OF RECORD(S)
COMPLETED BY THE DISTRICT

Requestor's Name: _____

Date of Request: _____

Availability:

☐ Electronic format

☐ Inspection only (In-Person Inspection)

☐ Printed (hard) copies

Location:

☐ In Storage

☐ Readily available (on-site)

Cost Estimate:

Media	Cost Per Unit	Estimated Units	Estimated Cost
8.5" x 11" Pages	$0.25/page		
Nonstandard-size or Nonstandard-format copies	Actual cost		
Estimated Total Research-and-Retrieval Hours, Less First Hour Without Charge	$41.37/hour		
		Total Cost Estimate	
		Required Deposit Amount*	

*Representing 50% of the estimated lawful charges exceeding the first free hour. The deposit is an estimate, not a final charge. The District will refund any amount by which the deposit exceeds the final lawful charge and will provide an additional estimate before materially exceeding this estimate.

Having received the foregoing cost estimate, I confirm my request for the records described and agree to pay lawfully authorized charges identified in this estimate. I understand that the District may require payment of a reasonable deposit before beginning chargeable research-and-retrieval work and may require payment or arrangements for payment before transmitting copies. Ordinary inspection will not by itself be subject to a research-and-retrieval charge. Any excess deposit will be refunded. I also understand that the District may redact or withhold records only as authorized or required by law and, upon request, will provide a written statement citing the legal basis for any denial.

☐ Cancel this request. No chargeable work is authorized.

☐ Proceed with the request and estimated charges stated above.

☐ Please contact me to discuss narrowing or modifying the request before chargeable work begins.

By signing, the Requestor authorizes the selected option and acknowledges receipt of the estimate. The signature does not waive any right under CORA or constitute agreement that a disputed charge is lawful.

Requestor's Signature: _____ **Date:** _____