



COLORADO OPEN RECORDS ACT (CORA) POLICY

Jackson County complies with the Colorado Open Records Act (C.R.S. § 24-72-201 et seq.). Public records are available for supervised inspection during normal business hours. Copies will be provided in accordance with state law and the procedures below.

1. Request Procedure

- All requests must be submitted on the County's official CORA Request Form.
- Requests must be specific and submitted to the appropriate records custodian.
- Requests must identify the records sought, date ranges, and preferred format (electronic or in-person inspection).

Records Custodians

- **Building & Zoning:** (970) 723-8580 – smartin@jacksoncountyco.gov
- **Clerk & Recorder / Landmark:** (970) 723-4334 – hjohnson@jacksoncountyco.gov
- **Road & Bridge:** (970) 723-4481 – tcrowner@jacksoncountyco.gov
- **Assessor:** (970) 723-4751 – plarsen@jacksoncountyco.gov
- **Treasurer:** (970) 723-4220 – ewyatt@jacksoncountyco.gov
- **Administration:** (970) 723-4660 – smartin@jacksoncountyco.gov
- **Sheriff:** (970) 723-4242 – dweber@jacksoncountyco.gov

2. Response Time

- Records will be made available within 3 working days.
- When extenuating circumstances apply, a single 7-day extension may be used (maximum 10 working days).
- The response period begins only after the correct custodian receives a completed request form.

3. Fees

Fees are authorized under C.R.S. § 24-72-205. Jackson County charges the following standard rates:

Copying & Document Fees

- **\$0.25 per page** – standard size (8.5"×11" or 8.5"×14")

- **\$0.50 per page** – 11"×17"
- **\$7.00 per page** – large format (24"×36")
- **\$1.00 per document** – certification
- **\$10.00 per file** – electronic recordings (audio/video)

Electronic records provided via email or digital transfer have no per-page fee.

Research & Retrieval Fees

- The first 1 hour of staff time is free.
- After the first hour: \$41.00 per hour.
- If more than one hour is anticipated, pre-payment is required.
- Research time includes searching, retrieving, reviewing, and redacting documents as required by law.

Payment

- All fees must be paid in full before records are released.
- Accepted: cash, check, or credit card (processing fees may apply).

4. Denial of Records

Access may be denied only as permitted under C.R.S. § 24-72-204.

When requested, Jackson County will provide a written explanation citing the legal basis for the denial.

December 15, 2025



Coby L. Corkle
Jackson County BoCC Chairman



JACKSON COUNTY, COLORADO

Records Request Form

To request records under the Colorado Open Records Act or “CORA” (Colorado Revised Statutes §24-72- 201, et seq), please complete and return this form. Most records requests will be fulfilled within 3 business days; if extenuating circumstances prevent a 3-day turnaround, staff will provide a timing estimate. Fees may apply.

Your Request

Today's date: _____

Records requested (please be specific): _____

Date range of records: _____

I am (check one): ☐ Requesting electronic records ☐ Asking to inspect records in person*

Your Contact Information

Name: _____

Agency/Company: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone 1: _____

Phone 2: _____

Email: _____

Please send your request to the proper records custodian:

- Building permits and building inspection records: (970)723-8580 smartin@jacksoncountyco.gov
- Landmark Preservation records: (970)723-4334 hjohnson@jacksoncountyco.gov
- Road Reports (970)723-4481 tcrowner@jacksoncountyco.gov
- Assessor (970)723-4751 plarsen@jacksoncountyco.gov
- Treasurer (970)723-4220 ewyatt@jacksoncountyco.gov
- Administration (970)-723-4660 smartin@jacksoncountyco.gov
- Sheriff (970) -723-4242 dweber@jacksoncountyco.gov

*To inspect records in person, please schedule an appointment in advance with the associated office listed above. Fees may apply.