

Colorado Open Records Request process for Almost Home, Inc.

1. Almost Home will charge reasonable fees for research, search, retrieval, and necessary redaction in connection with producing the records requested.
2. A charge of \$40 per hour will be charged for staff time and record generation. If the request can be fulfilled in less than an hour, no research and retrieval charges shall apply.
3. When more than one hour is required to respond, a time-log will be maintained detailing the staff time spent to fulfill your request.
4. **Almost Home estimates that your request will take approximately 5 hours to fulfill. Thus, the estimated cost to you is \$160.**
5. Should we need to make copies for the purposes of fulfilling a request, the fee for a standard size paper copy is \$0.25 per page. **Cost for copies can be avoided if requestor approves documents to be saved on a zip drive or sent via email.** **Please note that the cost of paper copies will be in addition to the \$160 for staff time.**
6. **All fees must be collected prior to this information prepared/provided.** Checks or money orders can be sent to the following address: Almost Home, Inc., 22 S. 4th Avenue, Suite 102, Brighton, CO 80601. A refund will be provided if the request does not take the time estimated in this email.
7. **An email with a cost estimate will be sent to the requestor for approval prior to documents being gathered.** The estimate must be approved by the requestor before work on the request begins.
8. If a reply to this email is not submitted within 14 days of this email, the request will be considered null and void.