

Per Larimer Board of County Commissioners' Resolution Relating to Larimer County Colorado Open Records (CORA) Requests dated November 12, 2024, the Office of the Assessor will fulfill requests as follows:

Records which are produced and maintained in the performance of our office functions will be provided without fee if the fulfillment takes less than one hour of staff time. If the fulfillment will take longer than one hour for retrieval and processing, our office will provide a cost estimate, along with an estimate of delivery time, to the requestor. **At that time, the requestor will provide one-half of the estimated fee as a deposit against the total charge.**

At the preference of the requestor, the responsive documents will be supplied in hard copy, or electronically. If the hard copy format is preferred, the charge will be \$.25 per printed page.

In the instance in which a party requests a custom report which requires the creation of a new document or report, **the hourly rate to produce it will be \$40.00 per hour. Our office will provide a cost estimate, along with an estimate of delivery time, to the requestor. At that time, the requestor will provide one-half of the estimated fee as a deposit against the total charge.**

This shall include any report not ordinarily produced by our office in the performance of our duties. Contact Lisa Thieme at 970-498-7097 or [thiemela@co.larimer.co.us](mailto:thiemela@co.larimer.co.us) to initiate a request for a custom report.