



## GILPIN COUNTY CLERK AND RECORDER

### PUBLIC RECORDS REQUEST POLICY (CORA)

Gilpin County Clerk and Recorder is committed to the principle of open and accessible government. As such, we commit to fulfill every request for public records as efficiently and expeditiously as possible and within the requirements established by the Colorado Open Records Act, C.R.S. 24-72-201 (CORA).

Requests for records maintained by the Clerk and Recorder's office must be directed to the Gilpin County Clerk and Recorder at the following physical, mailing or e-mail addresses:

Colleen Stewart

Gilpin County Clerk and Recorder

203 Eureka St., P.O. Box 429

Central City, CO 80427

[gcclerk@co.gilpin.co.us](mailto:gcclerk@co.gilpin.co.us)

Please fill out the Request of Records form. All requests must contain the following information:

- The name and preferred contact information for the requesting party.
- A description of the records sought.
- Preferred method of delivery i.e. e-mail, regular mail, in person)