

## **Resolution 2014-03 Open Records Policy**

### **INSPECTION, COPYING, OR PHOTOGRAPHING**

**PURPOSE:** To comply with the Colorado Open Records Act, C.R.S. 24-72-205, and to provide documents for inspection, copying or photographing. Any matters not covered by this Policy shall be subject to the provisions of the Act.

(1) If a request is made to produce a copy, printout, or photograph of a public record, the custodian of the files shall furnish a copy, printout, or photograph and may charge a fee determined in accordance with this Policy.

(2) Upon request for records the custodian shall transmit a copy by U. S. mail, other delivery service, facsimile, or electronic mail. No transmission fees may be charged for transmitting public records via electronic mail. If the public records requested are in active use, in storage, or otherwise not readily available, the custodian shall notify the applicant of this fact, in writing if requested by the applicant, and shall set a date and hour when the records will be available for inspection.

(3) All requests shall be fulfilled within three working days, but may be extended if extenuating circumstances exist. Such period of extension shall not exceed seven working days.

(4) The custodian shall charge a fee of twenty-five cents per standard page for a copy of a public record or a fee not to exceed the actual cost of providing a copy, printout, or photograph of a public record in a format other than a standard page.

(5) The custodian shall not impose a charge for the first hour of time expended in connection with the research and retrieval of public records. After the first hour of time the custodian may charge a fee for the research and retrieval of public records that shall not exceed thirty dollars per hour.

6) This Policy shall be published in accordance with 24-72-205(6)(a).