

Title: Administrative Policy Provision of Public Records	Policy No. Part 1, General County Administration Chapter 5, Operations Section 3
	Effective Date October 23, 2007
Policy Custodian County Administrator	Adoption/Revision Date October 23, 2007

Adopting Resolution(s): CC07- 487

References (Statutes /Resos/Policies): 24-72-201 et. seq.; CC04-240, CC05-069

Purpose: To assure access to and consistent pricing of public county records.

Policy: Provision of Public Records

A. Applicability

1. This policy applies to all requests for public county records, including those made pursuant to the Colorado Open Records laws.
2. This policy applies to all Board of County Commissioner Departments and Divisions, as well as all Elected and Appointed Official's Offices.
3. The Policy specifically does not override any statutory provisions establishing fees, particularly those applicable to the Sheriff and law enforcement records, or records of the Clerk and Recorder or the Treasurer.
4. This Policy does not prohibit any Department, Division, or Office from setting additional fees for reports, maps, or products that are produced through the manipulation of data for the benefit of the customer.
5. Applicability to Requesters
Requests for public records from any member of the public, candidates for public office, and county employees or officials acting outside the scope of their job duties, will be handled pursuant to this Policy.

B. Requests for Public Records

1. Requests for public records made pursuant to the Colorado Open Records laws must be submitted in writing and must be specific as to the records sought.
2. Departments, Divisions, and Offices may determine appropriate means of requesting all other public records.
3. Response
 - a. The County will respond to requests made pursuant to the Colorado Open Records laws within 3 working days whenever possible. If the request is voluminous or extenuating circumstances apply, the custodian of the records will notify the person requesting the records within 3 working days that delivery may be delayed and provide the records within 7 working days if possible.
 - b. Departments, Divisions, and Offices may determine appropriate response times and methods for provision of all other public records.

C. Release of public record

1. Fees for Copies

- a. The fee for a copy of any public county record, including copies requested pursuant to the Colorado Open Records laws shall be as follows:

8.5" by 11"	First five pages free 25¢ for each page after the first five pages
11" by 17"	25¢ for each page
Greater than 11" by 17"	Fee not to exceed the actual cost of reproduction

- b. Any Department, Division, or Office may set a fee for reports, maps, or products that are produced through the manipulation of data for the benefit of the customer.
- c. Fees applicable to the Sheriff and law enforcement records, or records of the Clerk and Recorder or the Treasurer shall be determined per statutory provisions or County Policy.
- d. The fee may be collected in advance.
- e. Fees may be waived for a public purpose by the appropriate custodian of the records or his/her designee.
2. Research by Requester: Independent research by the requesting party is allowed provided that:
- a. The records sets to be researched do not include privileged documents or documents not otherwise subject to public disclosure;
- b. The research is supervised to avoid loss or damage to records;
- c. The research does not unduly disrupt the day-to-day activities of the organization; and
- d. The records/documents being researched are returned to the files in the same order as when they were removed.
3. Custodian of the Records
- a. The custodian of the records is any Jefferson County Appointed or Elected Official or employee charged by State statute or County policy with the creation or maintenance of the particular record, writing, or data being provided under this Policy.
- b. County employees who have access to records but who did not create or maintain the records, for example, employees of IT, are not custodians of those records and shall not release them without the authorization of the custodian.