Title: Administrative Policy Open Records	**Policy No.** Part 1, County Administration Chapter 3, Operations Section 3
	Effective Date October 25, 2011
Policy Custodian County Administrator	**Adoption/Revision Date** October 25, 2011/May 16, 2013

Adopting Resolution(s): CC11-400

References (Statutes /Resos/Policies): 24-72-201 et. seq.; CC04-240, CC05-069, CC07- 487

Purpose: To provide public records.

Policy: Open 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.

B. Requests for Public Records under the Colorado Open Records Law.

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. Response
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 requester that delivery may be delayed.

C. Fees

1. Copies

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

If the record exists in electronic format	$1 for a CD (if required) + Data Compilation time
If the record had to be scanned	$1 for a CD (if required) + Data Compilation time
If the record had to be printed and then scanned	$1 for a CD (if required) + Data Compilation time + paper copy fee

2. Data Manipulation

   a. Any Division may set a fee for reports, maps, or products that are produced through the manipulation of data for the benefit of the customer.

   b. The County may refuse any request requiring data manipulation on the basis that the Colorado Open Records Act does not require manipulation.

3. Data Compilation

   a. If the request will take more than an hour to fulfill, the fee for compiling requested information, including information requested pursuant to the Colorado Open Records laws shall be as follows:

Board of County Commissioner Department or Division	One hour or less	$0
	More than an hour	$25 per hour
Elected Official or Appointed Official	As determined by Elected or Appointed Official or Statute	

   b. The Public Information Officers time may not be included in the Data Compilation cost.

   c. The requester must be provided a cost estimate, and may be requested to pay all or a portion, prior to compiling the information.

D. 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. Staff time spent on supervision shall apply as listed in the Data Compilation section of this Policy;

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.