

Town of Hot Sulphur Springs

C O L O R A D O

PUBLIC RECORDS POLICY

The following policies apply to public records maintained in the City Clerk's Office. The responsibility for maintenance of public records is distributed throughout the City organization, and not all records are available from the City Clerk's Office. All reasonable efforts will be made to retrieve requested records from the files maintained by the City Clerk's Office. If requested records, to the extent that they may exist, cannot be found in the Clerk's Office, staff will advise the requestor of this in writing and direct the requestor to other departments/individuals who may be in custody of the requested records.

Requests for Records

Except for verbal requests for routine and clearly identified records that can be quickly and efficiently produced for immediate inspection or copying, all requests for inspection or copying of public records must be in writing and must be specific as to the record requested. Requests for information must be as specific as possible to assist in location and retrieval of records. Records are generally available for immediate public inspection in the City Clerk's Office during normal working hours. If a request cannot be immediately accommodated, such as a request for records stored off-site, the request will be accommodated within three (3) working days. The time period for making records available for inspection may be extended for an additional seven (7) working days if extenuating circumstances exist. Extenuating circumstances shall apply when (1) a broadly stated request is made that encompasses all or substantially all of a large category of records and the request is without sufficient specificity to allow the preparation or gathering of the records within the three-day period; or (2) a broadly stated request is made that encompasses all or substantially all of a large category of records and staff is unable to prepare or gather the records within the three-day period because the staff needs to devote all or substantially all of its resources to meeting an impending deadline or period of peak demand that is either unique or not predicted to recur more frequently than once a month; or (3) a request involves such a large volume of records that staff cannot reasonably prepare or gather the records within the three-day period without substantially interfering with its obligation to perform other public service responsibilities.

Fees and Charges

On-Site Records:

There is no charge to inspect public records on site, unless the nature of a request makes it necessary to expend one hour or more of staff time to search

for and retrieve the requested record(s). Search and retrieval charges (if applicable) for on-site records will be applied as follows:

Routine Requests	Voluminous Requests
\$15 per hour	\$20 per hour

Copying charges will be applied as follows:

Pages Charge per Page
Standard (up to 11" x 14") \$.25
11" x 17" \$.50

If redaction of information from a record is necessary before access is provided to the requestor, copying and staff time charges will be made pursuant to the above fee schedules.

The City Clerk's Office does not have the ability to make copies of large format documents (maps, plats, site plans, etc.); therefore, such requests 7 days will be required.

Records in Off-Site Storage:

Older, inactive records may be stored off-site. Fees for retrieval of off-site records will be as follows:

Search and Retrieval Charge for Off-Site Records
\$20.00 per hour (\$20.00 minimum)

Copying charges for records retrieved from off-site storage will be the same as those listed above under On-Site Records.

Records in Electronic Format:

Information available in electronic format, such as databases, may be copied pursuant to the following charges:

Electronic Format Charge
Diskette \$15.00 per diskette
CD-Rom \$20.00 per CD
Audiotape \$15.00 per tape

Certified Copies:

The fee for a certified copy of a document is as follows:

Certification Fee
\$5.00 per document
(in addition to copying charges)

Payment of Fees:

If it is estimated that the fees and charges for search, retrieval, and copying will be ten dollars (\$10) or more, 50% of estimated fees and charges shall be paid in advance by the requestor. If requests are being made by non-residence then 100% of estimated fees will be due in advance. Once the actual fees and charges amount is known, the requestor will be refunded any excess amount collected or will be required to pay any additional amount owed prior to obtaining access to the records, as applicable.

Copies of records relating to past elections will be charged at the normal rate.
Security of Record:

The original public record to be inspected shall not be removed from the City Clerk's Office without advance permission and the City Clerk's Office may take precautions to ensure the security of the record.

Research/Data Creation

The City Clerk's Office does not provide research services. Reasonable effort will be made to retrieve records which will assist an individual with a research project.

Data and/or records will be provided only in the format in which they currently exist. Data will not be manipulated and provided in custom formats. To the extent possible and within the technical knowledge/limitations of the City Clerk's Office, electronic data will be provided pursuant to the fees established above.

The City Clerk's Office will not create verbatim transcripts upon request.

Town of Hot Sulphur Springs

C O L O R A D O

TOWN OF HOT SULPHUR SPRINGS PUBLIC RECORDS REQUEST

PLEASE PRINT

NAME: _____ DATE OF REQUEST: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: DAY _____ EVENING _____

INSTRUCTIONS

Indicate the information you desire and/ or list each requested document. Please be as specific as possible. Allow (3) working days for a search of the records. Per the State of Colorado Open Records Act (C.R.S. 24-72-203), if the request is substantially large or is maintained off-site, an extension of seven (7) working days is permitted. You will be notified within three (3) days of any extension and all estimated costs.

Add additional pages if needed.

Please select the format in which you would like to receive materials:

- View only, no copies requested.
(Appropriate personnel will be scheduled to accompany you during viewing)
- Hard copies/ printouts
- CD

Please select the method you prefer for notification when the records are available:

- U.S. First Class mail
- I will pick up records. Contact me by (circle one) mail phone email
- Email (if records are available electronically) if records are not available by email, please specify an alternate method:

I agree to pay the following charges. This request will be considered receive when this form is complete and the deposit is paid. If no deposit is required, the request shall be considered received upon receipt by the Records Custodian.

Signature of requestor date and time of request

For Staff Use Only

Received by: _____ Date/ Time: _____

Estimated Charges:

Hard Copy: _____ Copies @ .25 cents per page _____
CD: _____ Copies @ \$20.00 each _____

Other: _____

Retrieval and Research: _____ Hours x \$ _____ per hour = \$ _____

Total _____

Deposit required \$ _____

For City residents, (one half of the estimated total, if in excess of \$10.00)

For non City residents, 100% of the estimated total, if in excess of \$10.00)

Request denied by: _____ Date: _____

Reason(s) for denial: _____
