

City of Dacono

Public Records Policy and Procedures

Pursuant to Section 24-72-101 et. seq. of the Public Records Act (the "Act"), it is the policy of the City that public records shall be open for inspection at reasonable times, except as provided by the Act or other law. Pursuant to the Act, the following sets forth City rules, regulations and policies that are reasonably necessary for the protection of public records, for the prevention of unnecessary interference with the regular discharge of the duties of the custodian, and for enabling timely access to public records of the City that are subject to disclosure under the Act.

The City Clerk is the official custodian of all public records and will process all requests for public records pursuant to the Act, with the following exception:

The Dacono Police Department, through its Clerk, administers criminal justice records as defined by C.R.S. § 24-72-302. The maintenance, inspection and dissemination of the criminal justice records shall be in accordance with state statutes and the policy and procedures promulgated by the Dacono Police Department.

A Public Records Request form must be filed with the City Clerk to initiate a request for public records under the Act. If the records requested are criminal justice records, the requestor must file a records request with the Dacono Police Department. Except for such records, the City Clerk will research and compile records from various City departments in response to the request for public records. When the requested documents are compiled, the City Clerk will notify the applicant of the completion of the request, the availability of the records, and the cost of service, including copying charges for any requested copies and research or other fees. Records subject to nondisclosure by law or under the Act will be withheld from inspection as provided by the Act.

The City has three working days to process requests, and in extenuating circumstances, up to seven working days to respond to open records requests. Fees will be calculated for the cost of copies, maps, and staff research time in processing an open records request. If the estimated cost of copying exceeds \$10.00, the City Clerk will require the requestor to deposit the full amount of the estimate prior to fulfilling the request. The City Clerk will return any amount of the deposit which is in excess of the actual charge, and shall collect any amount by which the actual charge exceeds the amount deposited. No copy shall be released until all amounts due have been paid.

Schedule of Fees

In accordance with the standard requirements of the Act, there are hereby established reasonable and standardized fees for producing copies of public records, as follows:

Photo Copy Fees

1. Photo copies \$.25 per page
2. Telefaxed copies \$.25 per page
3. Certified Copies \$.25 per page
4. Notary fee \$.25 per page
5. Research fee \$20.00 per hour, City Personnel

\$135.00 per hour, City Attorney

Fees for Copies of Maps and Plats

The following fees are for reproduction of color, GIS, or other non-standard maps, which require use of a plotter or use of a large format copier:

1. 8.5' X 11" \$10.00 (or actual reproduction cost, if greater)
2. 11" X 17" \$13.00 (or actual reproduction cost, if greater)
3. 18" X 24" \$16.00 (or actual reproduction cost, if greater)
4. 24" X 36" \$20.00 (or actual reproduction cost, if greater)
5. 36" X 58" \$25.00 (or actual reproduction cost, if greater)

Miscellaneous Fees

1. Postage/Mailing fees Actual cost applicable to mail requests
2. Photographs \$15.00 plus cost of copies
3. Video or Audio Tape \$15.00 plus cost of copies

The fees set forth above are subject to change without notice. Fees are to be paid at the time documents are made available for copying or inspection, except that the City Clerk may require an advance deposit of copying costs for copying estimated to be in excess of \$10.00 and of research fees for research estimated to be in excess of two hours, for complying with a request. Copying costs and research fees must be paid prior to the times copies are made and provided to the requestor. In any event where copies must be made utilizing an outside source and the actual cost of the copies exceeds that set forth above, the requestor must pay the actual cost of the copies. The City Clerk will return any amount of the deposit which is in excess of

the actual charge, and shall collect any amount by which the actual charge exceeds the amount deposited. No copy shall be released until all amounts due have been paid. The above policy and procedures are adopted pursuant to C.R.S. §§ 24-72-203(1) and 24-72-205.