

Town of Keenesburg

Public Records Request Procedures and Fees

In accordance with the Colorado Public Records Act, C.R.S. § 24-72-101 et. seq. (“Act”), it is the policy of the Town that public records shall be open for inspection at reasonable times, except as provided by the Act or other law. The provisions of the Act relating to public records shall be liberally construed to promote the prompt disclosure of Town records to those requesting access at no cost or no greater cost than a reasonable estimate of the actual cost to the Town. Pursuant to the and Act, and specifically C.R.S. § 24-72-203(1)(a) the following sets forth procedures to ensure timely access to public records of the Town that are subject to disclosure, and sets forth fees for public records as permitted by the Act.

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

1. The Weld County Sheriff’s department administers criminal justice records for the Town as defined by C.R.S. § 24-72-302, and will process all request for criminal justice records.
2. The Mayor administers personnel records and will process all requests for personnel records.

A Public Records Request form must be filed with the Town 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 Weld County Sheriff’s department. Except for personnel and criminal justice records, the Town Clerk will research and compile records from various Town departments in response to the request. When the requested documents are compiled, the Town Clerk will notify the applicant of the completion of the request, the availability of the records and cost of service including any requested copies. The Mayor will perform such functions for personnel records.

The Town Clerk and Mayor may each adopt additional written regulations concerning the maintenance, inspection and dissemination of the records for which they are designated custodian, which regulations shall conform to the state statutes and this statement of procedures and fees.

Records subject to nondisclosure by law or under the Act will be withheld from inspection as provided in the Act. The Town shall strictly construe exceptions provided under the state statutes authorizing certain public records to be exempt from disclosure to the public.

The Town 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.

Schedule of Fees

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

Photocopy Fees

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| 1. | Photocopies | \$0.25 per page |
| 2. | Telefaxed copies of Town records | \$0.25 per page |
| | Long distance locations | \$1.25 per page |
| 3. | Certified copies | \$5.00 for certification, plus
\$0.25 per page |
| 4. | Research and retrieval fee | No charge for the first hour;
thereafter, \$30.00 per hour
(in 15-minute increments). |

Miscellaneous Fees

For all other copies of public records maintained by the Town, such as photographs, audiotapes, videotapes, maps, and copies of documents in a format other than a standard page (legal or letter size), the fee shall be the actual cost to the Town of reproducing such records plus any applicable research fee. Postage for mailing copies shall be charged at the Town's actual cost. The Town may require a deposit for the estimated cost of responding to any request prior to responding to the request.


The fees and policies set forth above are subject to change without notice.

Adopted by the custodian of records pursuant to C.R.S. §§ 24-72-203(1) and 24-72-205 and approved by the Board of Trustees for the Town of Keenesburg this 20th day of October, 2014.



Danny Kipp, Mayor

ATTEST:



Debbie Chumley, Town Clerk