



**PROWERS COUNTY
COLORADO**

POLICY REGARDING OPEN RECORDS REQUESTS

Public Records

Prowers County is committed to the principle of open and accessible government. As such, we are committed to fulfill a request for public records efficiently and expeditiously as possible and within the requirements established by the Colorado Open Records Act, C.R.S §24-72-201 et seq. ("CORA").

The following procedures are intended to facilitate requests for public records responsibly and efficiently, to maintain the integrity of Prowers County records, and to ensure the effective functioning of their Departments. This policy is subject to revision by Prowers County.

Requests for Public Records/CORA Requests

Requests for records maintained by Prowers County Departments must be directed to each Department accordingly:

- Prowers County Commissioners, Administration, General Information – Don Wilson**
dwilson@prowerscounty.net
301 S. Main St., Ste. 215, Lamar, CO 81052, (719)336-8025 Fax #(719)336-2255
- Prowers County Clerk & Recorder – Jana Coen**
jcoen@prowerscounty.net
301 S. Main St., Ste. 210, Lamar, CO 81052, (719)336-8011 Fax #(719)336-5306
- Prowers County Treasurer/Public Trustee – Abbie Campbell**
acampbell@prowerscounty.net
301 S. Main St., Ste. 200, Lamar, CO 81052, (719)336-8020 Fax #(719)336-7232
- Prowers County Assessor – Andy Wyatt**
awyatt@prowerscounty.net
301 S. Main St., Ste. 205, Lamar, CO 81052, (719)336-8000 Fax #(719)336-7232
- Prowers County Coroner – Thomas Dunagan**
tdunagan@prowerscounty.net
1001 S. Main St., Lamar, CO 81052, (719)336-6810 Fax #(719)336-6811

- ☐ **Prowers County Sheriff – Sam Zordel**
szordel@prowerscounty.net
103 East Oak St., Lamar, CO 81052, (719)336-8050 Fax #(719)336-7900

- ☐ **Prowers County Department of Human Services – Lanie Meyers-Mireles**
dhs@prowerscounty.net
1001 S. Main St./PO Box 1157, Lamar, CO 81052, (719)336-7486

- ☐ **Prowers County Department of Public Health & Environment – Meagan Hillman**
mhillman@prowerscounty.net
1001 S. Main St., Lamar, CO 81052, (719)336-8721 Fax #(719)336-9763

All requests must contain the following information:

- The name and preferred contact information for the requesting party.
- A description of the records sought. (Please describe as specifically as possible, including applicable date ranges and source of information if known)
- Preferred method of delivery. (E-mail, regular mail, in-person inspection, etc.).



Prowers County Public Records Request Form

The following request is made under the Colorado Open Records Act on:

Date: _____

Time: _____

Name: _____

Company Represented (if any): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Cell Number: _____

Records Requested (if the name of the record is unknown, provide brief, but specific description of the record and its location):

If the records are available pursuant to C.R.S. §24-72-201, *et seq.*, the records shall be made available for viewing within three working days. If extenuating circumstances exist so that the Custodian cannot reasonably gather the records within the three-day period, the Custodian may extend the period by up to seven working days. The requestor shall be notified of the extension within the three-day period.

Public records shall be viewed at the department's specified location during regular business days by appointment. After viewing the document(s), photocopies may be requested for \$.25 per standard page, the requestor may be charged a retrieval fee of up to \$30 per hour of staff time required to complete the request. Charges must be paid at the time the request for photocopies is made and must be picked up in person.

Signature

Date

Responses to Requests

The Department is responsible for responding to the requesting party in a timely manner. The requesting party will be notified if the requested documents are not available or if the records are not covered by CORA.

If review of original documents is requested, the Department may impose certain procedures to protect the integrity of the public records, including supervision by a Department employee within the area where the records are stored and /or maintained. The Department may also establish a designated area or schedule for a particular time of day so as to not unduly disrupt the day-to-day activities of that specific office or department.

Requests received after the close of business will be considered to be received on the next business day.

The Department will comply with the reasonable response timeliness set forth in CORA. Every attempt will be made to fulfill open records requests within three (3) working days. If the request cannot be filled within three (3) working days, the requestor will receive notice that additional time, up to seven (7) additional working days, will be necessary.

Fees Charged

The Department seeks to meet public information requests in the most economical fashion possible. The fees charged will be consistent with the provisions of CORA.

Standard fees for records requests include copy charges, research and retrieval time, and actual costs associated with fulfilling the request. Research and retrieval time may include, but is not limited to: actual costs involved in the gathering of documents, cost associated with specialized IT support, and staff time required to perform research, locate, retrieve, and review records, and create or run records in electronic or digital format. The nature of the request dictates the potential fees and costs incurred.

Pursuant to C.R.S §24-72-205(6), effective July 1, 2014, there is no charge for the first hour of time for search and retrieval of records.

Deposits

If the fulfillment of a request is likely to incur fees and costs based on the fee schedule below, the Department will provide the requesting party with an estimate of the likely fees and costs to be generated in fulfilling the request. The Department will require payment of the estimated fees and cost prior to any staff time being expended on responding to the request. Requesting parties will be responsible for any actual fee and costs incurred.

Requests that require IT staff to search e-mail or other electronic records will require a minimum deposit of \$120.00 when IT estimates that the search will take five (5) hours or longer of staff time.

The required response time by the Department of three (3) working days will not begin until payment of the deposit is received.

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FEE SCHEDULE

Paper Copies

8.5" x 11" 11" x 17" Greater than 11" x 17"	\$0.25 per page \$0.25 per page Actual cost of reproduction + Research and retrieval time
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Electronic Copies on CD

If the record exists in electronic format If the record has to be scanned If the record has to be printed and scanned BOCC Sessions or other audio recordings	Research and retrieval time Research and retrieval time Research and retrieval time + paper copy fee Research and retrieval time
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Electronic Records Sent via E-mail

If the record exists in electronic format If the record has to be scanned If the record has to be printed and scanned	Research and retrieval time Research and retrieval time Research and retrieval time + paper copy fee
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Research and retrieval

One hour or less More than one hour	\$0 \$30 per hour
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Mailing Expenses

Mailing Expenses	Actual costs
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FOR OFFICIAL USE ONLY

Custodian of Records:

Verification of Form and Date Received: _____

Time spent by staff in assembling the records request: _____

Estimated Cost of assembly: \$ _____

Records requests received by: _____

Department Manager/Elected Official Signature

Date

Amount received