

ROUTT COUNTY

POLICY REGARDING REQUESTS FOR PUBLIC RECORDS PURSUANT TO THE COLORADO PUBLIC (OPEN) RECORDS ACT

In accordance with the Colorado Public (Open) Records Act, C.R.S. § 24-72-201, *et seq.* (CORA), it is the policy of Routt County that all public records maintained by Routt County shall be open for inspection by any person at reasonable times during normal office hours. Requests for copies, printouts, or photographs of the public records maintained by Routt County will be made available in accordance with C.R.S. § 24-72-205 and the rules established by Routt County as set forth below.

Please be advised that the following county offices maintain their own Open Records policies or fee schedule and additional laws and regulations may pertain to their records. To the extent that those policies differ from this policy, the department's specific policy shall control.

Routt County Sheriff's Office: Front Desk Telephone: 970-870-5503.

Routt County Communications: 2025 Shield Dr., Steamboat Springs, CO 80487. P.O. Box 773598, Steamboat Springs, CO 80477. Fax: 970-870-1246. Email requests accepted if prior arrangements have been made with the email recipient.

Routt County Assessor: P.O. Box 773598, 522 Lincoln Ave., Steamboat Springs, Colorado 80477. Telephone: 970-870-5544. Fax: 970-870-5461.

Routt County Clerk and Recorder's Office: Written record requests related to elections should be sent via electronic mail to: elections@co.routt.co.us. Written record requests for documents other than elections documents should be sent via electronic mail to: clerks@co.routt.co.us

Routt County Department of Human Services: P.O. Box 772790, 135 6th St., Steamboat Springs, Colorado 80477. Telephone: 970-870-5533. Fax: 970-870-5260.

Routt County Treasurer and Public Trustee: P.O. Box 770907, 522 Lincoln Avenue, Steamboat Springs, Colorado 80477. Telephone: 970-870-5555. Fax: 970-870-5426. Email requests accepted if prior arrangements have been made with the email recipient.

A. Definitions

C.R.S. § 24-72-202 lists the definitions that apply under CORA. For the purposes of this policy, definitions of particular importance are:

1. Custodian – includes the official custodian or any authorized person having personal custody and control of the public records in question. (C.R.S. § 24-72-202(1.1))
2. Official custodian – includes any officer or employee of the . . . political subdivision of the state . . . who is responsible for the maintenance, care, and keeping of public records . . . (C.R.S. § 24-72-202(2))

3. Public Records – includes all writings made, maintained, or kept by . . . any political subdivision of the state . . . for use in the exercise of functions required or authorized by law or administrative rule . . . or involving receipt or expenditure of public funds. (C.R.S. § 24-72-202(6))
4. Writings – includes all books, papers, maps, photographs, cards, tapes, recordings, or other documentary materials, regardless of physical form or characteristics. Writing includes digitally stored data, including without limitation e-mail messages, but does not include computer software. (C.R.S. § 24-72-202(7))

B. Procedure

C.R.S. § 24-702-203 provides that procedures for inspection and copying of public records can be subject to rules made by the official custodian as are reasonably necessary for the protection of such records and the prevention of unnecessary interference with the regular discharge of the duties of the custodian or the custodian's office.

Routt County has determined that the use of an official request form is necessary for the efficient handling of requests made pursuant to CORA for copies of public records maintained by Routt County. The Request for Records form is attached hereto. Requests must be specific as to the records being sought and submitted to the appropriate county division or department.

C. Denial of Inspection

If Routt County denies access to any public record maintained by Routt County, such denial will be based on grounds set forth in C.R.S. § 24-72-204. Upon request, a written statement citing the grounds for denial shall be furnished to the person requesting the public record.

D. Fees

A substantial amount of public records related to Routt County are available free of charge at the county website at www.co.routt.co.us.

C.R.S. § 24-72-205 allows the custodian to charge a reasonable fee not to exceed \$0.25 per page unless actual costs exceed that amount. Section 205 also allows the custodian to recover costs for research and retrieval time after the first hour in an amount not to exceed \$30 per hour. Alternatively, Routt County may choose to utilize a third party to copy requested records. In such instances, the requestor shall be charged the actual amount invoiced by the third party.

Routt County charges the following fees for copies of public records maintained by Routt County:

- \$0.25 per page for standard size documents (8 1/2" x 11" and 8 1/2" x 14")
- \$5.00 per page for oversized documents (11" x 17" such as plats and maps)
- \$7.00 per page for oversized documents (24" x 36" such as plats and maps)
- \$7.00 per tape or compact disc, plus \$30.00 per hour for staff time after the first hour
- \$1.00 certification fee

Any request for copying that requires more than one hour of staff time will result in charges to the requestor at the hourly rate of \$30. If Routt County determines that a request will require staff time exceeding one hour, a deposit may be required in advance of fulfilling the request. Any fee charged in this policy will include the cost of redacting documents to excise privileged material.

All charges for copies and staff time must be paid in full before Routt County will release the requested records. Routt County does not accept credit or debit cards for processing Open Records request fees.

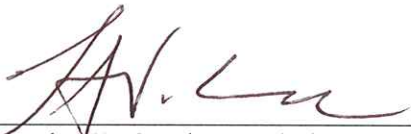
E. Time

C.R.S. § 24-72-203 (3)(b) provides that the inspection of records not readily available shall be within a reasonable time which shall be presumed to be three working days and allows for a seven working day extension in extenuating circumstances for a maximum ten working day response time. For the purposes of this policy, the time period for response will not begin to run until Routt County receives the request on the official Request for Records form submitted to the appropriate custodian of the requested records. Nothing in this policy obviates Routt County's ability to petition the courts for relief as to CORA requests.

F. Effective Date

This policy is effective as of January 10th, 2017 and supersedes the previous policy dated January 12, 2016.

Adopted this 10th day of January, 2017 by the Routt County Board of County Commissioners:



Timothy V. Corrigan, Chair
Routt County Commissioners