

STATE OF COLORADO)
) ss
COUNTY OF ROUTT)

RESOLUTION #2020-058

A RESOLUTION ADOPTING AN ADMINISTRATIVE POLICY FOR ROUTT COUNTY CONCERNING REQUESTS FOR PUBLIC RECORDS PURSUANT TO THE COLORADO PUBLIC (OPEN) RECORDS ACT (CORA)

Recitals

1. The Board of County Commissioners of Routt County (the "Board") previously adopted a Statement of Policy Regarding Requests for Public Records Pursuant to the Colorado Public (Open) Records Act (CORA) on January 10, 2017; and
2. The Board desires to repeal the Statement of Policy Regarding Requests for Public Records Pursuant to the Colorado Public (Open) Records Act (CORA) dated January 10, 2017; and
3. The Board further desires to adopt a replacement policy; and
4. In furtherance of that objective, the Board wishes to adopt an Administrative Policy for Routt County Regarding Requests for Public Records (the "Policy"); and
5. The Policy is currently unnumbered but will be assigned a policy number through the course of an ongoing project concerning policy review and restructuring; and
6. On November 23, 2020, the Board conducted a public hearing following notice as required by law, to consider the adoption of this resolution and the attached Policy; and
7. The Board finds that it is in the best interests of the citizens of Routt County that this resolution and the attached Policy be adopted.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Routt County, Colorado that:

- A. The Statement of Policy Regarding Requests for Public Records Pursuant to the Colorado Public (Open) Records Act (CORA) adopted on January 10, 2017 is hereby repealed.
- B. The attached Administrative Policy for Routt County Regarding Requests for Public Records is hereby adopted to be effective November 23, 2020.

C. The Policy may be revised to reflect its policy number once assigned without further need for adoption by resolution.

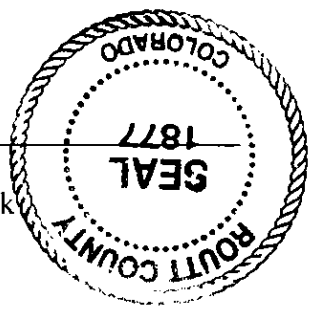
ADOPTED this 23rd day of November, 2020.

BY THE BOARD OF COUNTY COMMISSIONERS OF ROUTT COUNTY, COLORADO.

DocuSigned by:
Tim Corrigan
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Timothy V. Corrigan, Chair

Vote: M. Elizabeth Melton Yes Absent
Timothy V. Corrigan Yes Absent
Douglas B. Monger Yes Absent

ATTEST:
DocuSigned by:
Kim Bonner
080464760C6C4B1
Kim Bonner
Routt County Clerk



ROUTT COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES

TITLE Requests for Public Records Policy	Date of First Approval October 9, 2012
RESPONSIBLE DEPARTMENT County Manager	Date Last Revised November 23, 2020

Purpose: To provide uniform procedures for response to requests for public records maintained by Routt County.

Department(s) Affected: All.

Waiver Authority, if any: None. Note, however, that several County departments maintain their own open records policies.

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 CORA and the rules established by Routt County as set forth below.

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 Drive, Steamboat Springs, CO 80487.
Fax: 970-870-1246. Email requests accepted if prior arrangements have been made with the email recipient.

Routt County Assessor: 522 Lincoln Avenue, Suite 10, Steamboat Springs, Colorado 80487. 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: 135 6th St., Steamboat Springs, Colorado 80487. Telephone: 970-870-5533. Fax: 970-870-5260.

Routt County Treasurer and Public Trustee: 522 Lincoln Avenue, Suite 22,
Steamboat Springs, Colorado 80487. Telephone: 970-870-5555. Fax: 970-870-5426.
Email requests accepted if prior arrangements have been made with the email recipient.

- A. Definitions: The definitions contained in CORA shall apply to this policy
- B. Procedure:
1. CORA 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.
 2. 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 available on the County's website or upon request. Requests must be specific as to the records being sought and submitted to the appropriate County 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 CORA. 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.
1. CORA allows the custodian to charge a reasonable fee not to exceed \$0.25 per page unless actual costs exceed that amount. CORA 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.
 2. 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
 3. 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 or confidential material.

4. 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:

1. CORA provides that the inspection of records or provision of records must be completed within a reasonable time. It is Routt County's policy to respond to a request within 72 business hours. If a County department cannot comply with the 72 hour requirement, that department shall consult with the County Attorney's Office for consideration of an extension of that time period.
2. 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.
3. Nothing in this policy obviates Routt County's ability to petition the courts for relief as to CORA requests.