



P-9 | Public Records Request Policy

Effective Date: 12/12/23 Document Status: Adopted

Authority: Board of County Commissioners

1.0 Purpose and Scope

- 1.1 Gilpin County (herein "County") public records are available to the public upon request, informally or pursuant to the Colorado Open Records Act, (C.R.S. 24-72-200.1, et seq). This policy provides guidance as to how records may be obtained, and costs for producing documents or providing research and information for which the County may recoup direct and indirect costs. This policy is subject to interpretation by the Gilpin County Attorney and exceptions may be made in individual cases at the discretion of the Gilpin County Attorney.

2.0 Submitting a Request

- 2.1 A Request for Public Records may be submitted in person, via mail, e-mail, facsimile, or [online on our website](#). Requests for records should be directed to the following email and mailing address:

Gilpin County
Attention: CORA Request
Eureka Street
P.O. Box 366
Central City, CO 80427
Fax: 303-582-5440
CORA@gilpincounty.org

- 2.2 Please fill out the [Request for Records form](#), attached to this policy as Appendix A and available online on our website. All requests must include the following information:

- 2.2.1 The name and preferred contact information for the requesting party.
- 2.2.2 A description of the records sought.
- 2.2.3 Preferred method of delivery, i.e., email, mail, in-person.

3.0 Time for County's Response to Request

- 3.1 The custodian of records has a reasonable period of time, not to exceed three business days, to make the records available for inspection. The custodian will notify the applicant when additional time is required to make the records available for inspection.
- 3.2 For broad general requests the timeframe for completion of a request may be put on hold while the County awaits clarification from requestor. Please be as specific as possible when submitting a Request for Public Records as it will reduce the amount of County staff time required, therefore, reducing the cost for the requestor.

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- 3.3 Any request received after 3 p.m. or any day that the agency is officially closed will be considered received on the following working day.

4.0 Fees

- 4.1 If, for reasons of security, convenience, research, or data gathering, the services of a County employee are required, County will charge \$30.00 per hour of employee time, in half-hour increments, to cover the costs of researching, locating and printing documents or other materials and information. There is no charge for the first hour of time expended in connection with the research and retrieval of public records. Tasks anticipated to require more than two hours will require a deposit based on the estimated time for completion.
- 4.2 The copy charge for 8 ½" x 11" and 8 ½" x 14" documents is \$0.25 per page. Copies of 11" x 17" documents and for any color documents the rate is \$0.50 per page. Copies of documents larger than 11" x 17" will be determined on a case-specific basis but will not exceed the actual cost of providing a copy, printout, or photograph of a public record in a format other than a standard page.
- 4.3 Charges for extraordinary record requests will be determined on a case-specific basis, based upon the time for retrieval, compilation, and copying. The record custodian will provide a good-faith estimate of charges, and may request payment for the estimated amount prior to commencing any research or retrieval activities.
- 4.4 In addition to the charges described above, the County will charge for postage when materials are mailed. No transmission fee will be charged to the record requestor for transmitting public records via electronic mail, pursuant to C.R.S. 24-72-205(1)(b).

5.0 Denial of Inspection

- 5.1 Access to public records may be denied in accordance with provisions of C.R.S. 24-72-204. If requested by the applicant, the custodian of the records will notify the applicant in writing of the grounds for the denial.
- 5.2 "Public records" are a class of records that are defined by C.R.S. §24-72-202(6). Records that are not "public records" are not subject to disclosure under the Colorado Open Records Act.

6.0 Inspection of Public Records

- 6.1 In the event that the records being requested cannot be copied and sent, the custodian of the requested records will contact the requestor and make arrangements for the requestor to inspect the records in person.
- 6.2 In order to safeguard the integrity of the County's records, the custodian of the records shall retain control of the records at all times. Inspection of all public records is subject to the supervision of the records custodian. Inspection of public records will generally be scheduled during business hours, Monday through Thursday, except on days that the agency is officially closed.

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- 6.3 Gilpin County may require that members of the public be allowed to inspect only copies of documents when the custodian of records determines that allowing access to originals could interfere with the regular discharge of duties of the County or its staff or production of original records could jeopardize the condition of the requested records.
- 6.4 Requestors who have not come to view the requested information within ten business days of being notified that the records are available for review will be required to submit a new public records request.

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