

## **CITY OF WOODLAND PARK PUBLIC RECORDS POLICY**

Public records shall be open for inspection by any person from 8:30 a.m. to 4:30 p.m., Monday through Friday, except on City-observed holidays.

### **PROCEDURE FOR PROCESSING A REQUEST**

The City may require any request for access or copies to be in writing and on a Request for Public Records Form to adequately document the request, to clarify exactly what records are sought and to determine the requester's right to access.

#### Readily Accessible Documents

If the records requested are routine and readily available they will be presented for review or copied as requested, within three (3) working days, or less.

- The charge for copies is \$.25 per page unless the actual costs exceed that amount. If the actual costs exceed \$.25 per page, the charge for the copies is the actual cost.
- If the total cost for copies is estimated to exceed \$5, payment must be made in advance.

#### Not Readily Accessible Documents

If the requested records are not readily accessible and may require time for research and retrieval, or if it is physically impossible to produce the records immediately, they will be produced within a reasonable amount of time subject to the following conditions concerning research and retrieval:

- A reasonable amount of time shall be (3) three working days or less.
- If extenuating circumstances exist, that time frame may be extended to not more than (7) seven working days. (*Pursuant to C.R.S. 24-72-203(3)(b)*).
- The charge for copies is \$.25 per page unless the actual costs exceed that amount. If the actual costs exceed \$.25 per page, the charge for copies is the actual cost.
- The City charges up to \$30 per hour for research and retrieval of public records that are not readily accessible (no charge shall be imposed for the first hour of time expended in connection with the research and retrieval of public records).
- The City Clerk will generate a cost estimate and require pre-payment before producing any public records.
- The requester shall pay or be refunded any adjustment based on the actual costs incurred.

### Delivery Services

- A mail charge may be assessed in addition to the copy charge when mail service is requested.
- Faxing Records & Air Express Delivery: Generally, records may be faxed if the request is for fewer than 15 pages and fax time and facilities are readily available at the time. Whether and to what extent records will be faxed is at the sole discretion of the City Clerk. If air express delivery is requested, it shall be up to the requester to arrange for such pickup and packaging of the records by the air express delivery service and to pay all fees for such delivery directly to the air express delivery service.
- No transmission fees will be charged for transmitting public records via electronic mail or VPN. However, if other costs associated with producing records such as research or redacting are generated from the record request and unless recovery of all the information via email or VPN upon receiving such payment or making arrangements to receive such payment at a later date. The City will forward the information to the requester as soon as practicable but no more than (3) three business days after receipt of/or arranging to receive, such payment. *(Pursuant to C.R.S. 24-72-205 (1)(b))*

### Waiver of Fees

Any fees may be waived at the discretion of the City Manager.

**\*Woodland Park Police records are maintained within the department.**