

**SEDGWICK COUNTY, COLORADO**  
**POLICY REGARDING OPEN RECORDS REQUEST UNDER**  
**THE COLORADO OPEN RECORDS ACT (CORA)**

**Public Records**

Sedgwick 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 the County's records, and to ensure the effective functioning of the County Departments. This policy and applicable provisions of Colorado statute concerning disclosure of records are subject to interpretation by the Sedgwick County Attorney. Requests for comment or for information not contained within existing County records should be directed to the Clerk and Recorder.

**Requests for Public Records**

Requests for records must be made on the SEDGWICK COUNTY PUBLIC RECORDS REQUEST FORM (downloadable at: [sedgwickcounty.colorado.gov](http://sedgwickcounty.colorado.gov)) and directed to the designated custodian of records for the particular County department that holds the records. General emails to the County will not be treated as record requests. Contact information for the various County offices and departments is available on the County's website. Prior to submitting a records request, please check the County website to determine whether the records sought are already available online.

All requests must contain a detailed list or description of the specific records that you are seeking, including search terms and a date range.

**Responses to Requests**

The records custodian for each office 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 records custodian may impose certain procedures to protect the integrity of the public records, including supervision by a County employee within the area where the records are stored and / or maintained. The records custodian 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 County 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. For broad, general requests, the timeframe for completion of a request may be put on hold while the Department attempts to assist with clarification or narrowing of a request.

### **Fees Charged**

Sedgwick County seeks to meet public information requests in the most economical fashion possible. The fees charged by Sedgwick County departments will be consistent with the provisions of CORA in C.R.S §24-72-205(6)(a),

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, review, redact, and assemble 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. §24-72-206(6), effective August 12, 2014, there is no charge for the first hour of time for search and retrieval of records.

| <b>COPIES</b>          |  |
|------------------------|--|
| 8.5" x 11"             | \$0.25 per page  |
| 11" x 17"              | \$0.25 per page  |
| Greater than 11" x 17" | Actual cost of reproduction + Research and Retrieval time. |

| <b>Electronic Copies</b>                    | <b>On CD</b>                                 |
|---|--|
| If the record exists in electronic format   | Research and retrieval time                  |
| If the record has to be scanned             | Research and retrieval time                  |
| If the record has to be printed and scanned | Research and retrieval time + paper copy fee |
| BOCC Sessions or other audio recordings     | Research and retrieval time                  |

| <b>PDF Records Sent</b>                              | <b>Via E-Mail</b>                            |
|--|--|
| If the record exists in electronic format            | Research and retrieval time                  |
| If the record has to be scanned to PDF               | Research and retrieval time                  |
| If the record has to be printed and scanned to a PDF | Research and retrieval time + paper copy fee |

| <b>Research and</b> | <b>Retrieval</b> |
|---------------------|------------------|
| One hour or less    | \$0              |
| More than one hour  | \$30 per hour    |

| <b>Mailing</b>   | <b>Expenses</b> |
|------------------|-----------------|
| Mailing Expenses | Actual Costs    |

## **Deposits**

When a request is made that requires more than one hour of staff time to locate or produce records, the records custodian will charge the requestor for all copying expenses or staff time in accordance with CORA.

Before fulfilling a substantial request, the records custodian will provide a cost estimate to the requestor that includes the estimated time for staff to search for, retrieve, redact, assemble, and transmit the records. The requestor must approve and pay the estimated costs before the agency will begin work on fulfilling the request. Once the request is completed, a final cost will be provided to the requestor and if additional funds are required, those additional costs associated with a request must be paid in full before the agency will produce the records.

Requests that require IT staff to search email or other electronic records will require a minimum deposit of \$100.00.

The timeframe for completion of the request is put on hold between providing the cost estimate to the requestor and the requestor approving the cost estimate or submitting the advance deposit, whichever is applicable. A hold may also occur if additional funds are required.

## Sedgwick County Public Records Request Form

The following request is made under the Colorado Open Records Act or the Colorado Criminal Justice Records Act

Date: \_\_\_\_\_

Time: \_\_\_\_\_ a.m. \_\_\_p.m.

Name: \_\_\_\_\_

Company Represented (if any): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Appropriate Department (if known): \_\_\_\_\_

Document being requested: \_\_\_\_\_

If the document name is unknown, provide a brief, but specific description of document or information requested (note of issuance and location of document, if known):

\_\_\_\_\_  
If the records are available pursuant to C.R.S. §24-72-201 et seq, or C.R.S. §24-72-301 et seq., the records shall be made available for viewing within three working days. The date of receipt is not included in calculating the response date. 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 may be viewed at the Custodian's office located in Julesburg, CO, on regular business days at prearranged times. After viewing the document(s), photocopies may be requested for \$.25 per standard page, the requestor may be charged a retrieval fee (up to \$30/hour) based on the actual cost of responding to the request. Charges must be paid at the time the request for photocopies is made and must be picked up in person. By signing below, the requestor affirms that the information requested shall not be used for pecuniary gain.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### For Official Use Only

Time spent by staff assembling the records request. \_\_\_\_\_

Estimated cost of assembly \$ \_\_\_\_\_

Records request received by:

\_\_\_\_\_  
Date: \_\_\_\_\_