

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) 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.

COPIES	
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.

Electronic Copies	On CD
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

PDF Records Sent	Via E-Mail
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

Research and	Retrieval
One hour or less	\$0
More than one hour	\$30 per hour

Mailing	Expenses
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.