



**Town of Red Cliff**  
 PO Box 40, Red Cliff, CO 81649  
 970-827-5303

## Request for Records and Fee Schedule

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

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

Telephone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Type of Information Requested:**    \_\_\_ Licensed Business            \_\_\_ Planning/Zoning Info  
 \_\_\_ Minutes                                \_\_\_ Financial Records            \_\_\_ Other

Specific Information Requested:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reason for Requesting Information:** \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All requests for public records will, under normal circumstances, be processed within three (3) business days of the date requested in accordance with the Colorado Open Records Law. Where total charges are in excess of \$10, prepayment is required. Payment shall be rendered prior to the commencement of work.

By signing this form, I agree to the terms and fees therein. I am not requesting official public records for the purpose of solicitation of business or for pecuniary gain.

**Requestor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Please see back of this form for fee schedule.*

**Internal use only:**

Amount pre-paid:	Amount due:	ID Verified by:
Reason for denial of inspection:	<input type="checkbox"/> Contrary to State Statute <input type="checkbox"/> Prohibited by rules of the court	<input type="checkbox"/> Contrary to public interest <input type="checkbox"/> _____

**By the delivery of this information to you, the Town has responded to your request in accordance with the Colorado Open Records Act ("CORA"), C.R.S. 24-72-203.**

## Fee Schedule

Type of Service	Charge	Additional Charges
Notary Services	\$0 for residents	\$10 non-residents per notarized signature
Open Records Request – onsite standard size paper documents: 8.5” x 11” or 8.5” x 14”	<p>\$0.25 per page. No charge for emailed records other than time spent compiling records</p> <p>Note: A single-sided piece of paper (up to 8.5” x 14”) constitutes one page. A double-sided piece of paper constitutes two pages.</p>	<ul style="list-style-type: none"> <li>• First 15 minutes spent compiling records is free</li> <li>• \$7.50 per additional 15 minutes (or portion thereof) spent compiling records</li> </ul>
Open Records Request – non-standard size paper documents	At cost from copy service, plus time and mileage to/from copy service.	<ul style="list-style-type: none"> <li>• First 15 minutes spent compiling records is free</li> <li>• \$7.50 per additional 15 minutes (or portion thereof) spent compiling records</li> </ul>
Open Records Request – photographs	Actual cost of having photographs developed plus time and mileage to/from copy service.	<ul style="list-style-type: none"> <li>• \$7.50 per 15 minutes (or portion thereof) spent having photographs developed</li> </ul>
Open Records Request – audio recording	\$15.00 per recording	<ul style="list-style-type: none"> <li>• \$5.00 per 15 minutes spent copying CD</li> </ul>

**NOTE:**

- Fees regarding public records are pursuant to the Colorado Open Records Statute 24-72-205.

# Town of Red Cliff

## OPEN RECORDS POLICY

### Purpose

- To establish general policies and procedures for providing access to public records maintained by the Town of Red Cliff.
- To establish reasonable and standardized fees for record requests.

### Policy

In accordance with the Colorado Open Records Act (Act), the Town of Red Cliff shall make all public records open for inspection by any person at reasonable times, except as otherwise specifically provided by law.

- Records shall be made available for public inspection and copying within three (3) business days of a request.
- If extenuating circumstances exist, this time frame may be extended to seven (7) business days of a request.

### What is a Public Record?

“Public Records” means and includes all *writings* made, maintained, or kept by the state, any agency, institution, a nonprofit corporation incorporated pursuant to Section 23-5-121 (2). C.R.S., or political subdivision of the state, or that are described in Section 29-1-902, C.R.S, and held by any local government-financed entity for use in the exercise of functions required or authorized by law or administrative rule involving the receipt of expenditure of public funds.

“Writings” means and includes all books, papers, maps, photographs, cards, tapes, recordings, or other documentary materials, regardless of physical form or characteristics. “Writings” includes digitally stored data, including without limitation electronic mail messages, but does not include computer software.

- Most documents prepared in the normal course of Town business are open records and subject to disclosure.
- Documents that include sensitive personnel, legal, financial, law enforcement of customer records, documents created as part of the deliberative process and certain copyrighted materials may not be subject to public disclosure. Some examples would include personnel files and attorney client communications.

**Important note:** When in doubt about whether or not requested record is subject to disclosure, please consult with the Town Clerk or the Town Attorney. *Failure* to disclose a public record is a violation of the Act. *In addition*, release of a record that is not subject to public disclosure is also a violation of the Act.