

Hazardous Materials Waste Management Division Records Review Instructions

File requests can be submitted online or via email, U.S. mail or telephone to:

E-mail: cdphe_cora_hmwmd@state.co.us

U.S. Mail:
Records Review
HMWMD - B2
Colorado Department of Public Health and Environment
4300 Cherry Creek Drive South
Denver, CO 80246-1530

Telephone:
Record Center Main Line: (303) 692-3331
Toll free: (888) 569-1831, ext. 3331

All requests should include the following information:

- date
 - requestor's name
 - email (many documents can be provided via email)
 - telephone #
 - site address
 - site name, if known
-
- Upon receipt of the request, the Public Review Search Specialist will search the HMWMD Record Center databases for responsive documents. All information is collected, the requestor is notified, and a time is scheduled for the review. All requests will be responded to within three (3) days, i.e. the requestor will be contacted with the search results and an appointment for review will be arranged.
 - **An appointment must be made to review files.** Appointments are available Monday through Friday, 8 a.m. to 12 p.m., and 1 p.m. to 4:30 p.m. Files will be reviewed in the Hazardous Materials and Waste Management Division Records Center viewing room, located at 4300 Cherry Creek Drive South in Denver.
 - All requestors will be required to provide photo identification, such as a Driver's License or state photo ID, at the time of review.
 - The requestor may take notes, bring tape recording devices, laptops, digital cameras/phones, and/or hand-held scanners. Outside photocopiers and scanners that require removing pages from folders are not permitted.
 - Staff will assist the requestor in further defining the search by asking questions and will provide indexes of all files related to a specific site as necessary; however, the staff will not define nor perform any specific searches for the requestor.

Costs:

- **Record Production Costs.** If researching, retrieving, reviewing and producing records consumes more than one hour of staff time, the department shall charge \$30 an hour for all staff time associated with locating and producing records for a requestor. The department may also charge the actual per-box retrieval fees for retrieving responsive records that are stored offsite by a vendor.

- Copies (up to 25) can be provided the day of the review for no charge. Any copying job over 25 pages will be sent to an outside vendor at a cost of 18.5 cents per page (additional charges for oversized and color copies). All arrangements for payment and delivery of the copied files will be coordinated directly between the requestor and the outside vendor.
- Electronic documents will be provided via email when file size permits. Large file requests may be burned to CD at the cost of \$10 per disk. If available, at the records manager's discretion, FTP (file transfer protocol) may be used. At the records manager's discretion, Google Drive may be used to share files. Files shared to Google Drive will be un-shared and deleted after an agreed-upon period that the requestor has been given to access them, not to exceed one (1) week.
- Attorney General Review Costs. When review from the Attorney General's Office (AGO) is necessary to ensure the production of records is appropriate under the CORA statute, the time the AGO spends reviewing documents is limited to \$30 per hour. Department staff will coordinate with the AGO and include its review time in any estimate and any invoice for responding to the record request.
- Cost Estimates. When costs will be assessed, the responding division shall provide a cost estimate and inform the requestor that records shall not be copied or compiled until the estimated costs are paid. Large document requests may be sent to the state's contracted vendor, who will provide a cost estimate to the requestor.
- Data Manipulation Costs. In some instances the department does not have a responsive record but may offer to create a record as a customer service. When creating the record requires staff to manipulate existing databases or data elements to generate the document, or when specialized document production or specialized skills are required to produce records pursuant to a records request (including the use of third-party contractors), the department may charge the actual costs associated with the manipulation of data. Any cost charged to a requestor shall not exceed the actual cost of producing the records, in accordance with § 24-72-205(5)(a), C.R.S. The actual cost can be charged; however, in instances where the data manipulation is minimal, the department may create the document at no charge as a customer service. In the event a cost will be assessed, the requestor will be informed that the department has no responsive records, notified of the process for submitting a request for data manipulation, and informed of the fees for creating the record and the estimated time frame for the response.
- Certified copies for legal purposes will be done upon request at no charge. There is an additional five days needed to provide this service.

Note: Under Colorado law, 18-8-114 C.R.S (1989), it is a class 1 misdemeanor for a person to knowingly make a false entry or alter any public record or to destroy, mutilate, conceal, remove, or impair the availability of any public record. "Public record" is defined as all official books, papers, or records created, received, or used by or in any governmental office or agency.