

Town of Bennett
Public Records Policy and Procedures
Amended July 29, 2014

Pursuant to C.R.S. Sections 24-72-203(1)(a) and 24-72-205, as amended, of the Colorado Open Records Act, C.R.S. § 24-72-101 et. seq. (“Act”), it is the policy of the Town of Bennett that public records shall be open for inspection at reasonable times, except as provided by the Act or other law. Pursuant to the Act, the following sets forth Town rules, regulations and polices that are reasonably necessary for the protection of public records, for the prevention of unnecessary interference with the regular discharge of the duties of the custodian, and for enabling timely access to public records that are subject to disclosure under the Act.

The Town Clerk is the official custodian of all public records and will process all requests for public records pursuant to the Act.

A Public Records Request form must be filed with the Town Clerk to initiate a request for public records under the Act. Upon receipt of the request form and, if required by this policy, a cost deposit, the Town Clerk will research and compile records from various Town departments in response to the request for public records. When the requested documents are compiled, the Town Clerk will notify the applicant of the completion of the request, the availability of the records for inspection, and the cost of service, including copying charges for any requested copies and research or other fees. Records subject to nondisclosure by law or under the Act will be withheld from inspection as provided by the Act.

The Town has three working days to process requests and, in extenuating circumstances, up to seven working days to respond to open records requests. Fees will be calculated for the cost of copies, maps, and other materials, and staff research time in processing an open records request, in accordance with the following schedule of fees:

Schedule of Fees

In accordance with the standard requirements of the Act, there are hereby established reasonable and standardized fees for producing copies of public records, as follows:

Research fee

\$30.00 per hour (time required in excess of one hour)

Photo Copy Fees

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|------------------------------|---|
| 1. Photo copies | \$.25 per page (necessary research not to exceed one hour) |
| 2. Telefaxed copies per page | \$.25 |
| 3. Certified Copies | \$ 5.00 per document |
| 4. Notary fee | \$ 5.00 per document |

Fees for Copies of Maps

The following fees are for reproduction of color, GIS, or other non-standard maps, which require use of a plotter or use of a large format copier: A \$40 trip charge deposit will be accessed for each trip into the metro area to reproduce the maps. Actual mileage charges will be accessed at the IRS standard mileage rate. Map fees will be charged by the stated deposit prior to fulfilling the request. The Town Clerk will return any amount of the deposit, which is in excess of the actual charge, and shall collect any amount by which the actual charge exceeds the amount deposited.

1. 8.5' X 11"	\$ 3.00 deposit
2. 11" X 17"	\$ 4.00 deposit
3. 18" X 24"	\$ 5.00 deposit
4. 24" X 36"	\$ 8.00 deposit
5. 36" X 58"	\$10.00 deposit
6. Trip Charge	\$40.00 deposit

Miscellaneous Fees

1. Postage/Mailing fees	Actual Cost applicable on mail requests
2. Photographs	Actual cost of copies
3. Video Tape	Not available
4. Audio Tape	\$ 5.00 per tape

The fees set forth above are subject to change without notice. Fees are to be paid at the time documents are made available for copying or inspection, except that the Town Clerk will require an advance deposit of copying costs for copying estimated to cost in excess of \$10.00 and of research fees for research estimated to be in excess of two hours, prior to fulfilling the request. The Town Clerk will return any amount of the deposit, which is in excess of the actual charge, and shall collect any amount by which the actual charge exceeds the amount deposited. No records will be made available for inspection or copies released until all amounts due have been paid.

The above policy and procedures are adopted pursuant to C.R.S. Sections 24-72-203(1) and 24-72-205.

Effective this 29th day of July, 2014.

Lynette White
Town Clerk