

## RECORDS REQUEST POLICY

The Office of the District Attorney for the 17<sup>th</sup> Judicial District is committed to providing public information in an accurate and timely manner. Requests for public records made to our office will be handled as efficiently and expeditiously as possible within the provision of the Colorado Open Records Act (CORA) C.R.S. 24-72-200.1 et seq. and the Criminal Justice Records Act (CJRA), C.R.S. 24-72-301 et seq.

All requests under CJRA or CORA must be in writing. Requests from the media should be directed to the Public Information Officer.

All requests must contain:

- The name and preferred contact information for the requesting party.
- A specific description of the records sought.
- Preferred method of delivery.

The office will attempt to fulfill open records requests within three business days. If the request cannot be filled within three business days, the requestor will receive notice that additional time, up to seven working days, will be necessary.

Requests received after the close of business will be considered as received on the next business day.

The requesting party will be notified if the requested documents are not available, if the records are not covered by CORA or if they cannot be released under CJRA.

The District Attorney's Office is not required to create reports or compilations of computerized data or to modify existing records in order to create a new record in response to a request. If data is compiled or reports created as part of a request, the District Attorney's office will charge a reasonable fee based on the hourly wage of the employee who collects and prepares the information.

If significant redaction of information is required to complete a request, the District Attorney's Office will charge a reasonable fee based on the hourly wage of the employee who collects and prepares the information.

The office will attempt to fulfill the request as economically as possible. 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 gathering documents, costs associated with specialized IT support and staff time required to

perform research, locate, retrieve and review 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. 24-72-205(6), effective July 1, 2014, there is no charge for the first hour of time for research and retrieval of records.

Fees for copies: 28 cents per page

Fees for electronic copies on CD or DVD: \$15.00 each

Research and retrieval fees: Up to \$30 per hour after the first hour

If fulfilling a request is likely to incur fees in excess of \$30.00 the office will attempt to provide the requesting party with an estimate of the fees likely to be generated in fulfilling the request. The office may require payment of estimated fees prior to any staff time being expended on responding to the request. Requesting parties will be responsible for any actual costs incurred in excess of the deposit and will be reimbursed for any estimated costs that are not actually incurred.

Requests that require IT staff to search electronic records will require a minimum deposit of \$100 when IT estimates that the search will take longer than five hours of staff time.