PO Box 128
19750 County Road 31
Gilcrest, CO 80623
(970) 397-6430
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www.townofgilcrest.org

PUBLIC RECORDS POLICY AND PROCEDURES

Pursuant to C.R.S. §§ 24-72-200.1, *et seq.* of the Public Records Act (the "Act"), it is the policy of the Town 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 policies that are reasonably necessary for the protection of public records, for the prevention of unnecessary interferences with the regular discharge of the duties of the custodian, and for enabling timely access to public records of the Town 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.

To initiate a request for public records under the Act, a Public Records Request form is available to fill out and submit to the Town Clerk. 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, and the cost of service, including copying charges for any requested copies and research and retrieval or other fees that may be applicable to the request. 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 – 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 staff research time in processing an open records request.

If the estimated cost of copying exceeds $10.00, or if the research and retrieval of the records is anticipated to exceed one hour, or both, the Town Clerk will require the requestor to deposit the full amount of the estimate prior to fulfilling the request. The Town Clerk will return any amount of the deposit in excess of the actual charge and shall collect any amount by which the actual charge exceeds the deposited amount. No copies shall be released until all amounts due have been paid.

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PUBLIC RECORDS REQUEST STANDARD FEES AND CHARGES

Photocopies or printouts	B&W - $0.25 cents per standard page COLOR - $1.00 per standard page Copies larger than 8-1/2" x 14" - $1.50
FAX documents	$1.00 per page - local $2.00 per page – long distance
Document certification	$5.00 per document (in addition to the per page copy charge)
Postage/Mailing fees	Actual Cost
Duplication of audio tapes or CDs (this includes transfer of audio files to CD)	$20.00 per item
Verbatim transcripts of proceedings (when not prepared as a matter of routine business) (must be done by a third party)	Actual cost incurred
Research, Retrieval and Data Manipulation Fees	$41.37 per hour in excess of one hour, billed in fifteen (15) minute increments (C.R.S. § 24-72-205(6)

The Town will provide records stored in a searchable, digital format in its digital form unless a different format is requested by the requester. A digital record will be transmitted by email or other mutually-agreed upon methods if the size of a document makes it difficult to send.

The Town of Gilcrest does not charge for:

1. Requests from members of the Town Board of Trustees, the Town's boards, committees, commissions or staff when the information requested is for the purpose of Town business. Exception: The Town will charge for election materials requested by incumbent officials who are running for office to ensure equal treatment of all candidates.

2. Requests from other federal, state, or local government entities or governmental professional associations.

3. Requests from students enrolled in local accredited schools and colleges for documents needed in connection with a specific class research project satisfactorily identified to the records custodian.

4. Background records checks from United States military recruiters.

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TOWN OF GILCREST
PUBLIC RECORDS REQUEST FORM

Our goal is to assure prompt and equitable service to customers requesting access to public records. It is our policy to make public records available for public inspection at during regular business hours unless such records are protected from disclosure by law. There are fees associated with requests for copies or requests that require significant resources. Per-page fee for digital copies of responsive records. Pursuant to C.R.S. § 24-72-203 three (3) working days may be allowed for a search of the records. When extenuating circumstances exist, the Town may extend its time to respond to a records request by up to seven (7) days pursuant to C.R.S. 24-72-203(3).

Requester Name: _____ Date: _____

Mailing Address: _____

Physical Address: _____

Signature: _____ Phone: _____

Detailed description of records requested: _____

_____

_____

_____

_____

Charges: (See attached fee schedule)

_____ = _____

_____ = _____

_____ = _____

_____ = _____

Total _____

Staff Use Only

Date Received: _____ Time Received: _____ Received By: _____

Date Completed: _____ Time Completed: _____ Completed By: _____

If denied, provide reason(s): _____

Comments: _____