



Jana Coen
Prowers County Clerk & Recorder
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POLICY REGARDING OPEN RECORDS REQUESTS

Public Records

The Prowers County Clerk and Recorder is committed to the principle of open and accessible government. As such, we are committed to fulfill a request for public records efficiently and expeditiously as possible and within the requirements established by the Colorado Open Records Act, C.R.S §24-72-201 et seq. ("CORA").

The following procedures are intended to facilitate requests for public records responsibly and efficiently, to maintain the integrity of the Clerk and Recorder's records, and to ensure the effective functioning of the Clerk and Recorder's Department. This policy is subject to revision by the Prowers County Clerk and Recorder. Requests for comment or for information not contained within existing Clerk and Recorder's records should be directed to the Clerk and Recorder.

Requests for Public Records

Requests for records maintained by the Clerk and Recorder's Office must be directed to the Prowers County Clerk and Recorder at the following physical, or e-mail address:

Jana Coen
Prowers County Clerk and Recorder
301 S. Main St., Suite 210
Lamar, CO 81052
jcoen@prowerscounty.net

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Requests for Public Records (continued)

All requests must contain the following information:

- The name and preferred contact information for the requesting party.
- A description of the records sought. (Please describe as specifically as possible, including applicable date ranges and source of information if known)
- Preferred method of delivery. (E-mail, regular mail, in-person inspection, etc.).

Responses to Requests

The Clerk and Recorder is responsible for responding to the requesting party in a timely manner. The requesting party will be notified if the requested documents are not available or if the records are not covered by CORA.

If review of original documents is requested, the Clerk and Recorder may impose certain procedures to protect the integrity of the public records, including supervision by a Clerk and Recorder employee within the area where the records are stored and /or maintained. The Clerk and Recorder may also establish a designated area or schedule for a particular time of day so as to not unduly disrupt the day-to-day activities of that specific office or department.

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

The Clerk and Recorder will comply with the reasonable response timeliness set forth in CORA. Every attempt will be made to fulfill open records requests within three (3) working days. If the request cannot be filled within three (3) working days, the requestor will receive notice that additional time, up to seven (7) additional working days, will be necessary.

Fees Charged

The Prowers County Clerk and Recorder seeks to meet public information requests in the most economical fashion possible. The fees charged by Prowers County Clerk and Recorder will be consistent with the provisions of CORA.

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 the gathering of documents, cost 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 search and retrieval of records.

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Fees Charged (continued)

Copies

8.5" x 11"	\$0.25 per page
11" x 17"	\$0.25 per page
Greater than 11" x 17"	Actual cost of reproduction + Research and retrieval time.

Electronic Copies on CD

If the record exists in electronic format	Research and retrieval time
If the record has to be scanned	Research and retrieval time
If the record has to be printed and scan	Research and retrieval time + paper copy fee
BOCC Sessions or other audio recordings	Research and retrieval time

PDF Records Sent via E-mail

If the record exists in electronic format	Research and retrieval time
If the record has to be scanned to PDF	Research and retrieval time
If the record has to be printed and scan to a PDF	Research and retrieval time + paper copy fee

Research and retrieval

One hour or less	\$0
More than one hour	\$30 per hour

Mailing Expenses

Mailing Expenses	Actual costs
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Deposits

If the fulfillment of a request is likely to incur fees and costs, the Clerk will provide the requesting party with an estimate of the likely fees and costs to be generated in fulfilling the request. The Clerk and Recorder will require payment of the estimated fees and cost prior to any staff time being expended on responding to the request. Requesting parties will be responsible for any actual fee and costs incurred.

Requests that require IT staff to search e-mail or other electronic records will require a minimum deposit of \$120.00 when IT estimates that the search will take five (5) hours or longer of staff time.

The required response time by the Clerk and Recorder of three (3) working days will not begin until payment of the deposit is received.